ARMY MEDICINE
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MEPRS TRAINING SYMPOSIUM

IDENTIFY AND CORRECT NET MONTH NEGATIVE EXPENSES

Army MEPRS Program Office (AMPO)

26 May 2016
UNCLASSIFIED

Unclassified//FOUO

PURPOSE AND OUTLINE

- **Overview**
  - **How to identify and correct negative month net expenses**
- **Purpose**
  - **These corrections will lower Free Receipts if they are a net month expense**
  - **Affects the MTF's Direct Expenses**
  - **Will reflect how the MTFs operates more efficiently**
  - **Affects Medicare Eligible Retiree Healthcare Fund (MERHCF) funding**

- **Corrective Action**
  - **Identify net month negative expenses using the Direct Expense Accepted Report (DEAR)**
  - **Refresh the Dir Exp – EAS Data Report**
  - **Adjust financial data records**
  - **Re-Calculate Free Receipts in all Data Months previous and current**
  - **Re-Allocate and Re-Transmit all Data Months in sequence**

CAUSES

Negative net month expenses:

Caused by GFEBS YTD expense data that is greater in previous month than in current month.

- **Negative Net Month expense data may be a budget adjustment to previously reported YTD expense.**
- **Negative Net Month expenses reported in Ancillary (D) and Overhead/Support (E) accounts get allocated to benefitting work centers during allocation process.**

Causes incorrect cost data within the Providing (D & E) accounts and benefitting work centers.

Incorrect adjustments made in a previous month by manual adjustments.

CAUSES

DMLSS Negative net month expenses examples:

Example 1:

When a workcenter purchases 10 items but returns 3. In DMLSS the return items are not applied to the original cost collector or applied to a cost collector that has cost, thereby creating a negative expense.

Example 2:

Equipment/Supplies turn-in: When a facility or workcenter is closed turning in of equipment or supplies hit your books it creates a credit obligation, expense, and disbursement. In some instances the credit is received in a Cost Center that does not have funding in the current year. Verify with Budget where the negative amount is before subtracting the negative expense in prior year and zeroing out in current net month.

Negative expenses related to Budget Cost Transfers:

The Budget officer must provide a list of cost transfers when moving expenses from one MEPRS FCC to another.

This involves transfer of expenses from one Cost Collector (Cost Center or WBS) to another with a different Attribute 3 (MEPRS FCC).

Negative expenses related to Budget Adjustments:

The Budget Office must provide a list of Budget Adjustments when the expense is adjusted to account for a reimbursement or when the expense is adjusted to reflect the correct expense.

This involves adjustment of expenses within the same Cost Collector (Cost Center or WBS).

This is visible when comparing the GFEBS Status of Funds (SOF) of the current month to the GFEBS SOF of the previous month; subtract the previous month's YTD expense from the current month's YTD expense.

Negative net month expenses related to MEPRS FCC deactivations:

Identified with the EAS E0011 Error; "*YTD expenses <#> and YTD obligations <#> were received last month for FCC <*>, DMIS ID <*>, SUEE <*>, Svc PEC <*>, Svc BS/L <*>, SOF <*>, but were not received for month <*> of FY <*>".*

Indicates an expense record exists for this FCC for the previous month but an expense record was not received for the current month.

Occurs when Budget ceases use of a Cost Collector (Cost Center or WBS) and begins using a newly created Cost Collector with a new Attribute 3 (MEPRS FCC) or a previously created Cost Collector with a new Attribute 3 (MEPRS FCC).

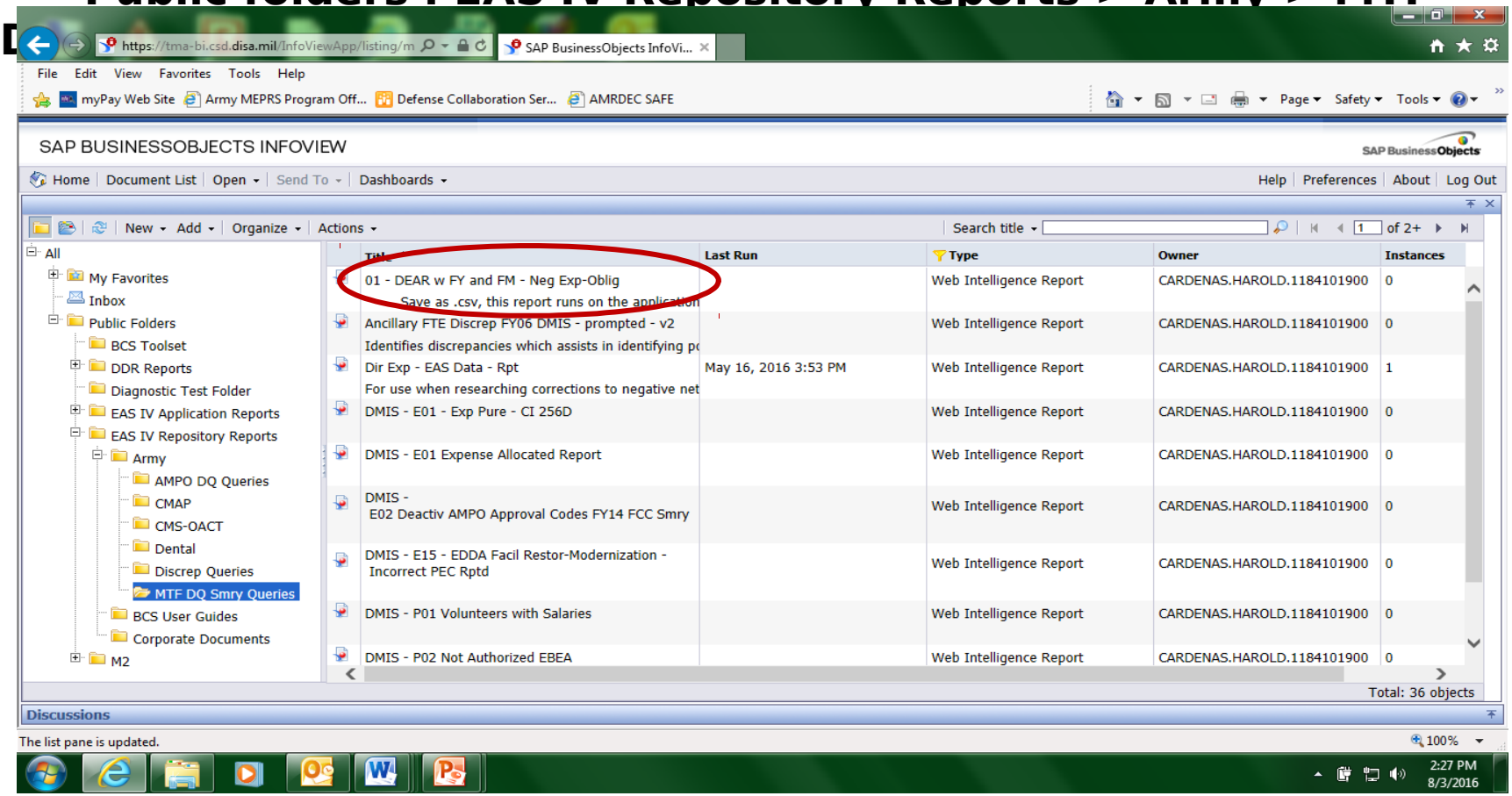
IDENTIFYING NEGATIVE EXPENSES

REFRESHING THE DEAR

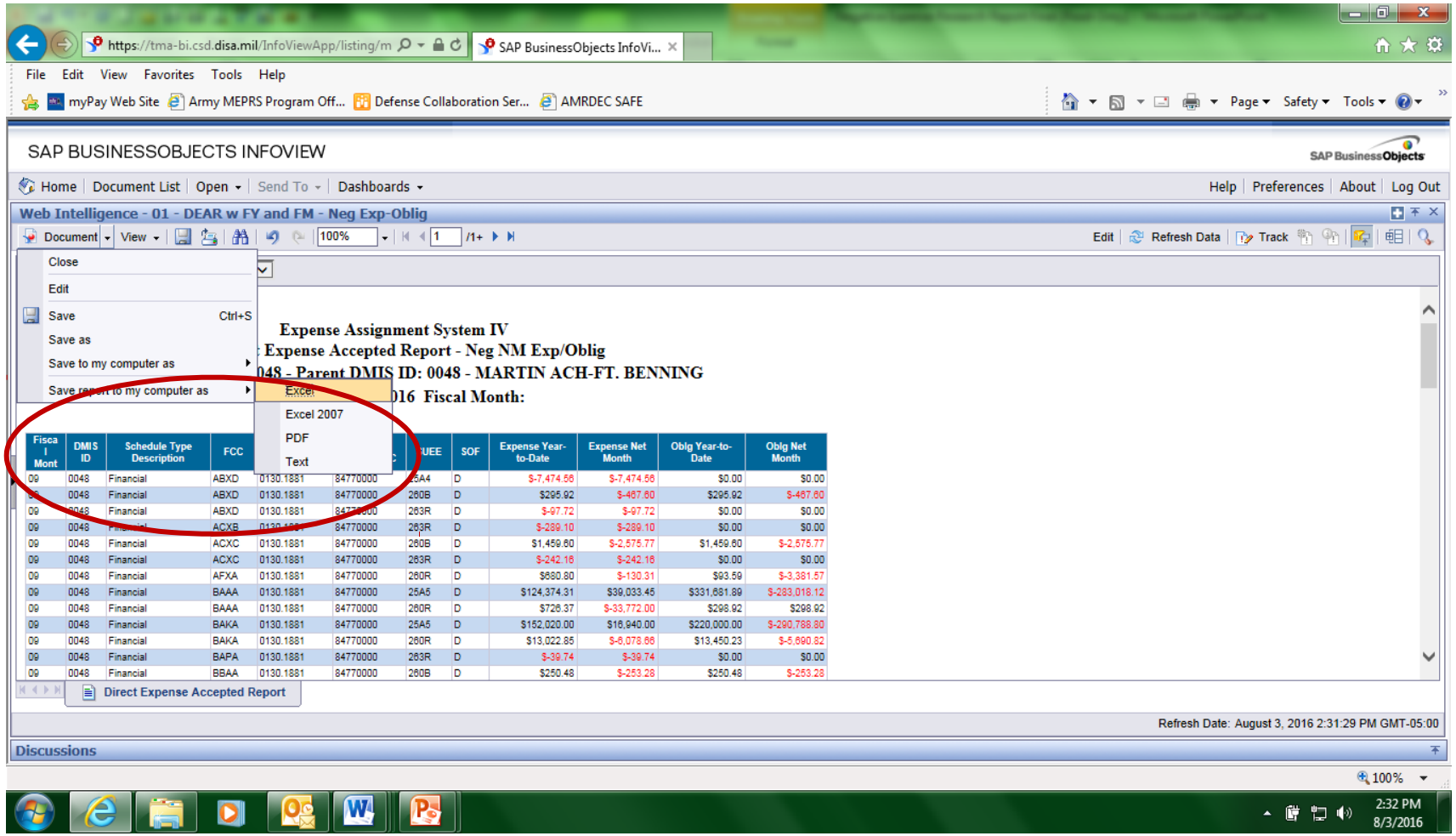
Refresh the 01- DEAR w FY and FM – Neg Exp-Oblig report for the current month.

Report is available in the EAS Repository folder:

Public folders . EAS IV Repository Reports > Army > MTF D



- **Save the refreshed report as an Excel document**


SAP BUSINESSOBJECTS INFOVIEW
Home | Document List | Open | Send To | Dashboards
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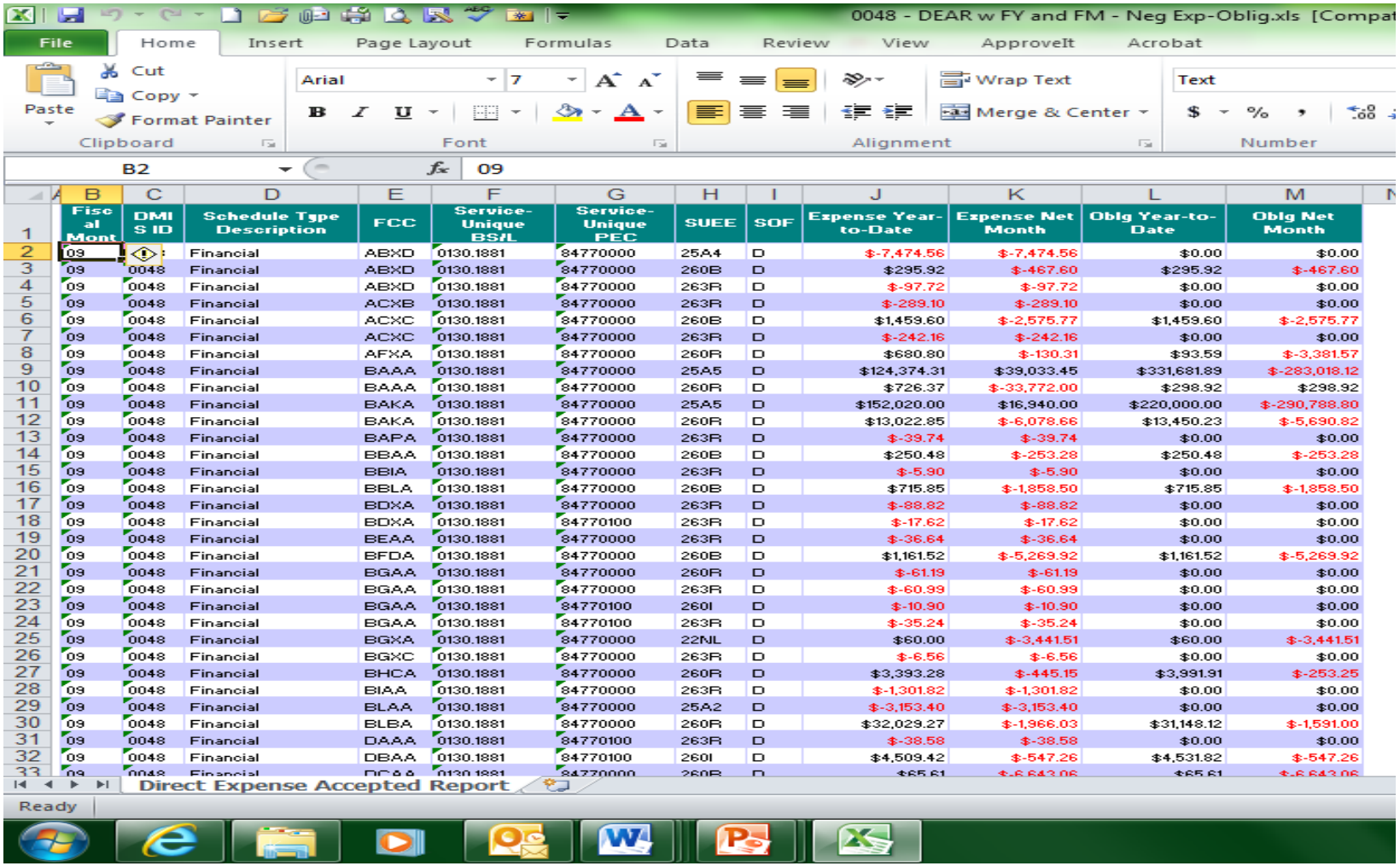
Web Intelligence - 01 - DEAR w FY and FM - Neg Exp-Oblig
Document | View
Edit | Refresh Data | Track
Close
Edit
Save Ctrl+S
Save as
Save to my computer as
Save report to my computer as
Excel
Excel 2007
PDF
Text
Expense Assignment System IV
Expense Accepted Report - Neg NM Exp/Oblig
048 - Parent DMIS ID: 0048 - MARTIN ACH-FT. BENNING
016 Fiscal Month:
Direct Expense Accepted Report
Refresh Date: August 3, 2016 2:31:29 PM GMT-05:00
Discussions
2:32 PM
8/3/2016

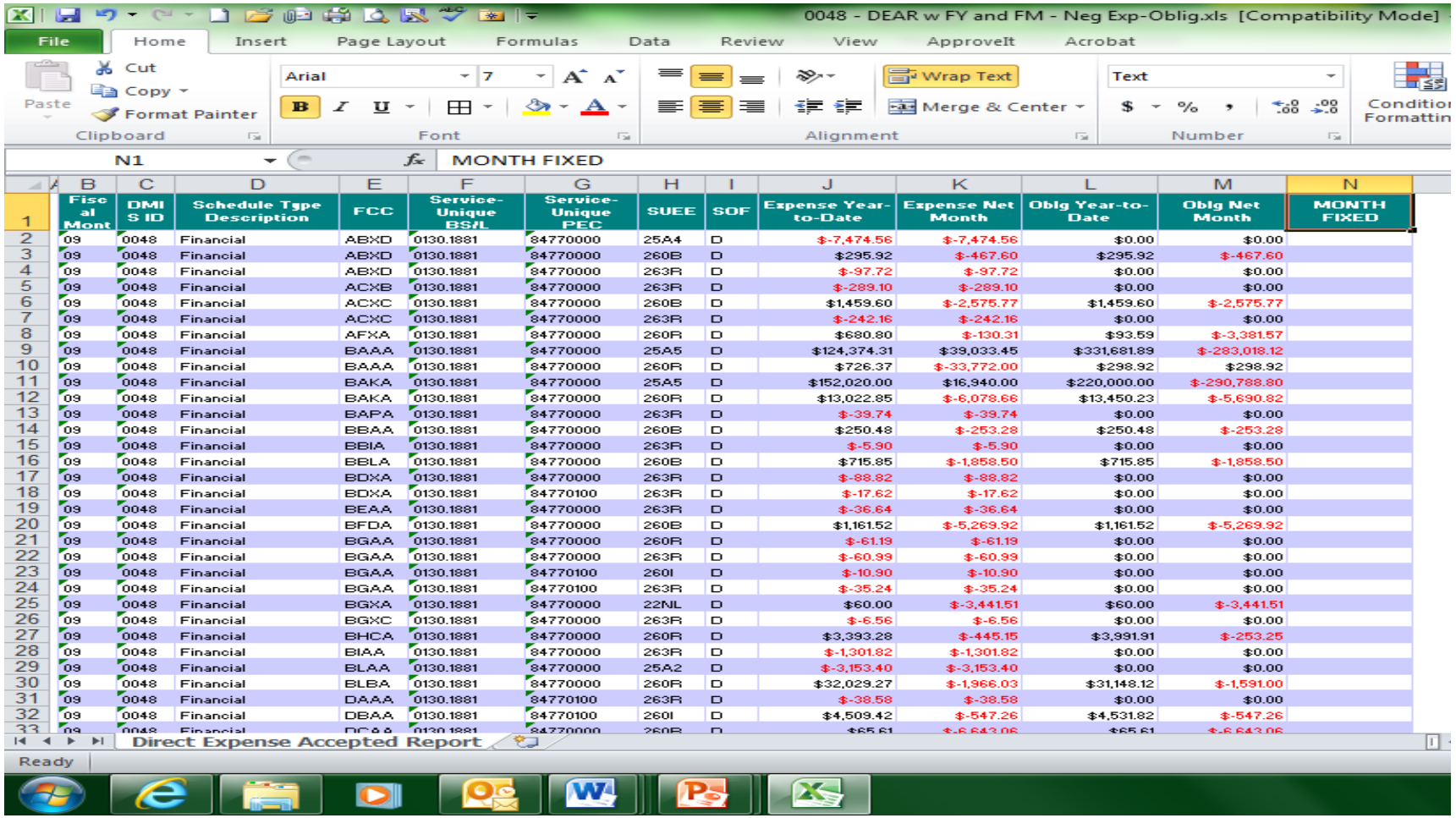
- **Save the refreshed report as an Excel document**



Fiscal Month	DMIS ID	Schedule Type Description	FCC	Service-Unique BS/L	Service-Unique PEC	SUEE	SOF	Expense Year-to-Date	Expense Net Month	Oblg Year-to-Date	Oblg Net Month
09		Financial	ABXD	0130.1881	84770000	25A4	D	$-7,474.56	$-7,474.56	$0.00	$0.00
09	0048	Financial	ABXD	0130.1881	84770000	260B	D	$295.92	$-467.60	$295.92	$-467.60
09	0048	Financial	ABXD	0130.1881	84770000	263R	D	$-97.72	$-97.72	$0.00	$0.00
09	0048	Financial	ACXB	0130.1881	84770000	263R	D	$-289.10	$-289.10	$0.00	$0.00
09	0048	Financial	ACXC	0130.1881	84770000	260B	D	$1,459.60	$-2,575.77	$1,459.60	$-2,575.77
09	0048	Financial	ACXC	0130.1881	84770000	263R	D	$-242.16	$-242.16	$0.00	$0.00
09	0048	Financial	AFXA	0130.1881	84770000	260R	D	$680.80	$-130.31	$93.59	$-3,381.57
09	0048	Financial	BAAA	0130.1881	84770000	25A5	D	$124,374.31	$39,033.45	$331,681.89	$-283,018.12
09	0048	Financial	BAAA	0130.1881	84770000	260R	D	$726.37	$-33,772.00	$298.92	$298.92
09	0048	Financial	BAKA	0130.1881	84770000	25A5	D	$152,020.00	$16,940.00	$220,000.00	$-290,788.80
09	0048	Financial	BAKA	0130.1881	84770000	260R	D	$13,022.85	$-6,078.66	$13,450.23	$-5,690.82
09	0048	Financial	BAPA	0130.1881	84770000	263R	D	$-39.74	$-39.74	$0.00	$0.00
09	0048	Financial	BBAA	0130.1881	84770000	260B	D	$250.48	$-253.28	$250.48	$-253.28
09	0048	Financial	BBIA	0130.1881	84770000	263R	D	$-5.90	$-5.90	$0.00	$0.00
09	0048	Financial	BBLA	0130.1881	84770000	260B	D	$715.85	$-1,858.50	$715.85	$-1,858.50
09	0048	Financial	BDXA	0130.1881	84770000	263R	D	$-88.82	$-88.82	$0.00	$0.00
09	0048	Financial	BDXA	0130.1881	84770100	263R	D	$-17.62	$-17.62	$0.00	$0.00
09	0048	Financial	BEAA	0130.1881	84770000	263R	D	$-36.64	$-36.64	$0.00	$0.00
09	0048	Financial	BFDA	0130.1881	84770000	260B	D	$1,161.52	$-5,269.92	$1,161.52	$-5,269.92
09	0048	Financial	BGAA	0130.1881	84770000	260R	D	$-61.19	$-61.19	$0.00	$0.00
09	0048	Financial	BGAA	0130.1881	84770000	263R	D	$-60.99	$-60.99	$0.00	$0.00
09	0048	Financial	BGAA	0130.1881	84770100	260I	D	$-10.90	$-10.90	$0.00	$0.00
09	0048	Financial	BGAA	0130.1881	84770100	263R	D	$-35.24	$-35.24	$0.00	$0.00
09	0048	Financial	BGXA	0130.1881	84770000	22NL	D	$60.00	$-3,441.51	$60.00	$-3,441.51
09	0048	Financial	BGXC	0130.1881	84770000	263R	D	$-6.56	$-6.56	$0.00	$0.00
09	0048	Financial	BHCA	0130.1881	84770000	260R	D	$3,393.28	$-445.15	$3,991.91	$-253.25
09	0048	Financial	BIAA	0130.1881	84770000	263R	D	$-1,301.82	$-1,301.82	$0.00	$0.00
09	0048	Financial	BLAA	0130.1881	84770000	25A2	D	$-3,153.40	$-3,153.40	$0.00	$0.00
09	0048	Financial	BLBA	0130.1881	84770000	260R	D	$32,029.27	$-1,966.03	$31,148.12	$-1,591.00
09	0048	Financial	DAAA	0130.1881	84770100	263R	D	$-38.58	$-38.58	$0.00	$0.00
09	0048	Financial	DBAA	0130.1881	84770100	260I	D	$4,509.42	$-547.26	$4,531.82	$-547.26

REFRESHING THE DEAR

- **add another column “Month Fixed”. This way you have a tracking sheet showing the month when you subtracted dollar amounts**



Fiscal Mont	DMIS ID	Schedule Type Description	FCC	Service-Unique BS/L	Service-Unique PEC	SUEE	SOF	Expense Year-to-Date	Expense Net Month	Oblg Year-to-Date	Oblg Net Month	MONTH FIXED
09	0048	Financial	ABXD	0130.1881	84770000	25A4	D	$-7,474.56	$-7,474.56	$0.00	$0.00	
09	0048	Financial	ABXD	0130.1881	84770000	260B	D	$295.92	$-467.60	$295.92	$-467.60	
09	0048	Financial	ABXD	0130.1881	84770000	263R	D	$-97.72	$-97.72	$0.00	$0.00	
09	0048	Financial	ACXB	0130.1881	84770000	263R	D	$-289.10	$-289.10	$0.00	$0.00	
09	0048	Financial	ACXC	0130.1881	84770000	260B	D	$1,459.60	$-2,575.77	$1,459.60	$-2,575.77	
09	0048	Financial	ACXC	0130.1881	84770000	263R	D	$-242.16	$-242.16	$0.00	$0.00	
09	0048	Financial	AFXA	0130.1881	84770000	260R	D	$680.80	$-130.31	$93.59	$-3,381.57	
09	0048	Financial	BAAA	0130.1881	84770000	25A5	D	$124,374.31	$39,033.45	$331,681.89	$-283,018.12	
09	0048	Financial	BAAA	0130.1881	84770000	260R	D	$726.37	$-33,772.00	$298.92	$298.92	
09	0048	Financial	BAKA	0130.1881	84770000	25A5	D	$152,020.00	$16,940.00	$220,000.00	$-290,788.80	
09	0048	Financial	BAKA	0130.1881	84770000	260R	D	$13,022.85	$-6,078.66	$13,450.23	$-5,690.82	
09	0048	Financial	BAPA	0130.1881	84770000	263R	D	$-39.74	$-39.74	$0.00	$0.00	
09	0048	Financial	BBAA	0130.1881	84770000	260B	D	$250.48	$-253.28	$250.48	$-253.28	
09	0048	Financial	BBIA	0130.1881	84770000	263R	D	$-5.90	$-5.90	$0.00	$0.00	
09	0048	Financial	BBLA	0130.1881	84770000	260B	D	$715.85	$-1,858.50	$715.85	$-1,858.50	
09	0048	Financial	BDXA	0130.1881	84770000	263R	D	$-88.82	$-88.82	$0.00	$0.00	
09	0048	Financial	BDXA	0130.1881	84770100	263R	D	$-17.62	$-17.62	$0.00	$0.00	
09	0048	Financial	BEAA	0130.1881	84770000	263R	D	$-36.64	$-36.64	$0.00	$0.00	
09	0048	Financial	BFDA	0130.1881	84770000	260B	D	$1,161.52	$-5,269.92	$1,161.52	$-5,269.92	
09	0048	Financial	BGAA	0130.1881	84770000	260R	D	$-61.19	$-61.19	$0.00	$0.00	
09	0048	Financial	BGAA	0130.1881	84770000	263R	D	$-60.99	$-60.99	$0.00	$0.00	
09	0048	Financial	BGAA	0130.1881	84770100	260I	D	$-10.90	$-10.90	$0.00	$0.00	
09	0048	Financial	BGAA	0130.1881	84770100	263R	D	$-35.24	$-35.24	$0.00	$0.00	
09	0048	Financial	BGXA	0130.1881	84770000	22NL	D	$60.00	$-3,441.51	$60.00	$-3,441.51	
09	0048	Financial	BGXC	0130.1881	84770000	263R	D	$-6.56	$-6.56	$0.00	$0.00	
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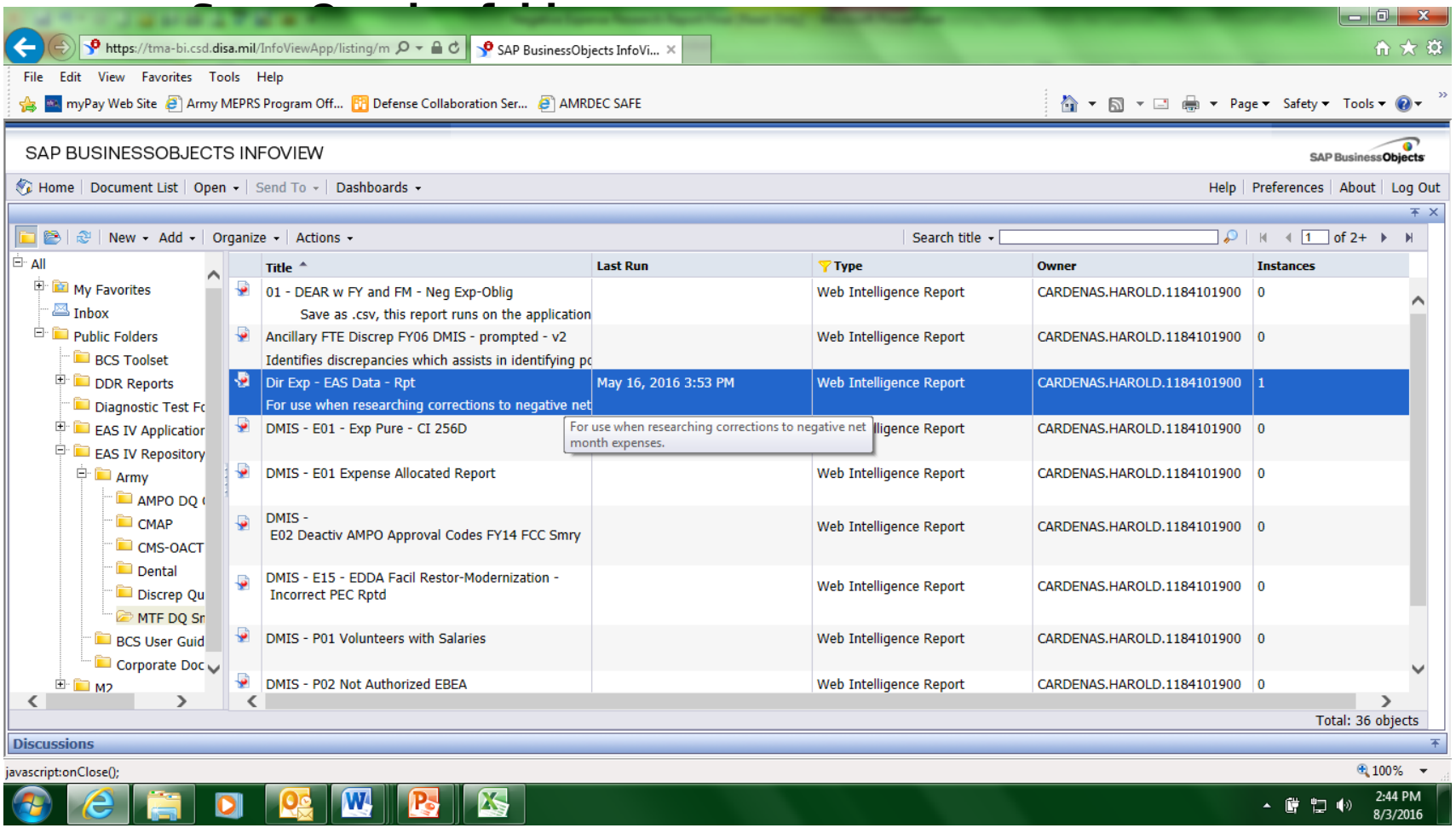
09	0048	Financial	BIAA	0130.1881	84770000	263R	D	$-1,301.82	$-1,301.82	$0.00	$0.00	
09	0048	Financial	BLAA	0130.1881	84770000	25A2	D	$-3,153.40	$-3,153.40	$0.00	$0.00	
09	0048	Financial	BLBA	0130.1881	84770000	260R	D	$32,029.27	$-1,966.03	$31,148.12	$-1,591.00	
09	0048	Financial	DAAA	0130.1881	84770100	263R	D	$-38.58	$-38.58	$0.00	$0.00	
09	0048	Financial	DBAA	0130.1881	84770100	260I	D	$4,509.42	$-547.26	$4,531.82	$-547.26	

REFRESHING THE Dir Exp – EAS Data Rpt

- **Refresh the Dir Exp – EAS Data Rpt**
  - **Report is available in the EAS Repository**
    - **Public Folders > EAS IV Repository Reports > Army > MTF DQ**


SAP BUSINESSOBJECTS INFOVIEW
Home | Document List | Open | Send To | Dashboards
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New | Add | Organize | Actions
Search title
All
My Favorites
Inbox
Public Folders
BCS Toolset
DDR Reports
Diagnostic Test Fc
EAS IV Applicatior
EAS IV Repository
Army
AMPO DQ
CMAP
CMS-OACT
Dental
Discrep Qu
MTF DQ Sr
BCS User Guid
Corporate Doc
M2
Title | Last Run | Type | Owner | Instances
01 - DEAR w FY and FM - Neg Exp-Oblig
Save as .csv, this report runs on the application | Web Intelligence Report | CARDENAS.HAROLD.1184101900 | 0
Ancillary FTE Discrep FY06 DMIS - prompted - v2
Identifies discrepancies which assists in identifying pc | Web Intelligence Report | CARDENAS.HAROLD.1184101900 | 0
Dir Exp - EAS Data - Rpt
For use when researching corrections to negative net | May 16, 2016 3:53 PM | Web Intelligence Report | CARDENAS.HAROLD.1184101900 | 1
DMIS - E01 - Exp Pure - CI 256D | Web Intelligence Report | CARDENAS.HAROLD.1184101900 | 0
For use when researching corrections to negative net month expenses.
DMIS - E01 Expense Allocated Report | Web Intelligence Report | CARDENAS.HAROLD.1184101900 | 0
DMIS - E02 Deactiv AMPO Approval Codes FY14 FCC Smry | Web Intelligence Report | CARDENAS.HAROLD.1184101900 | 0
DMIS - E15 - EDDA Facil Restor-Modernization - Incorrect PEC Rptd | Web Intelligence Report | CARDENAS.HAROLD.1184101900 | 0
DMIS - P01 Volunteers with Salaries | Web Intelligence Report | CARDENAS.HAROLD.1184101900 | 0
DMIS - P02 Not Authorized EBEA | Web Intelligence Report | CARDENAS.HAROLD.1184101900 | 0
Total: 36 objects
Discussions
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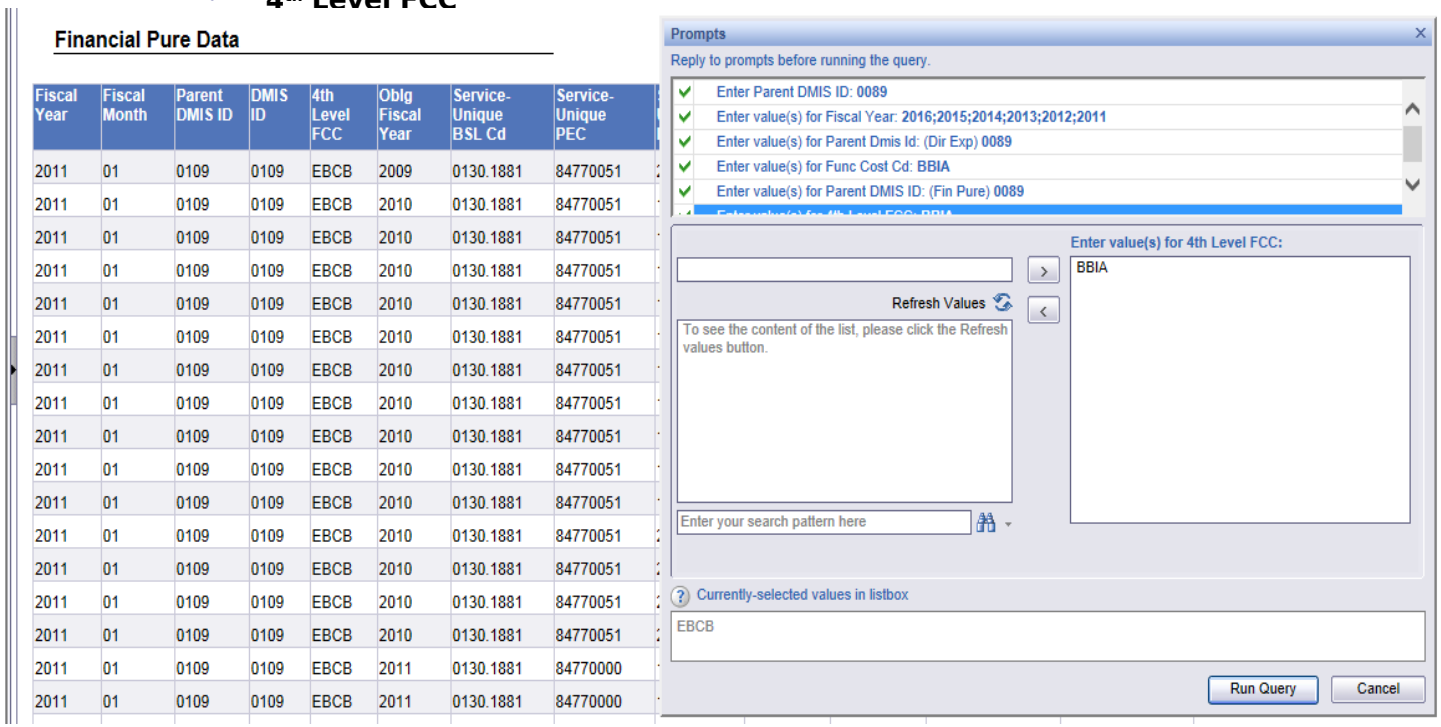
8/3/2016

REFRESHING THE Dir Exp – EAS Data Rpt

- **Refresh the Dir Exp – EAS Data Rpt**
  - **Fill in the prompts for the record with Negative Net Month Expense**
    - **Parent DMIS ID**
    - **Fiscal Year (leave alone, don't' change; set to retrieve for all FY s available in EAS)**
    - **Parent Dmis Id (Dir Exp)**
    - **Func Cost Cd**
    - **Parent DMIS ID (Fin Pure)**
    - **4th Level FCC**

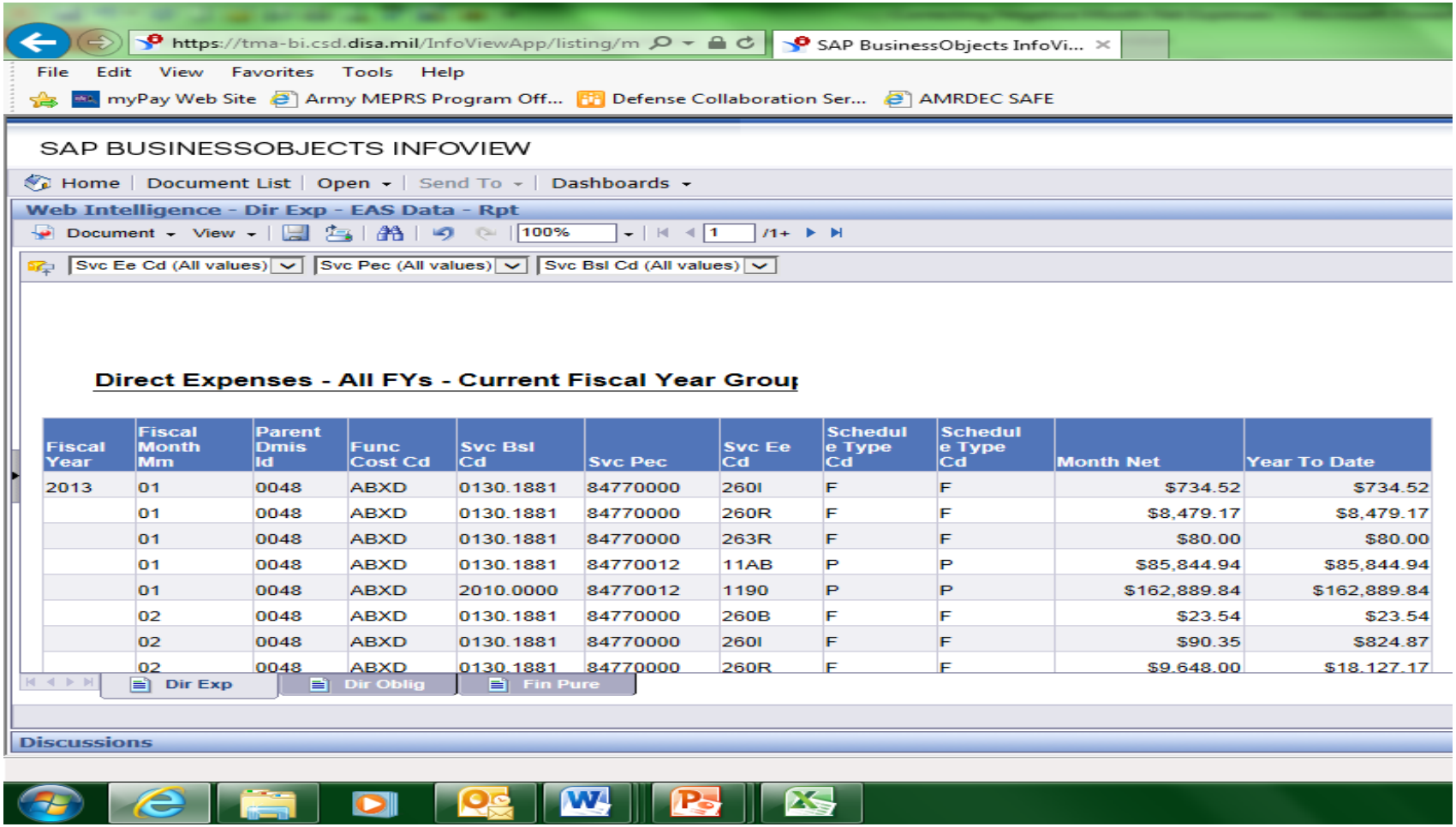


Financial Pure Data

Fiscal Year	Fiscal Month	Parent DMIS ID	DMIS ID	4th Level FCC	Oblg Fiscal Year	Service-Unique BSL Cd	Service-Unique PEC
2011	01	0109	0109	EBCB	2009	0130.1881	84770051
2011	01	0109	0109	EBCB	2010	0130.1881	84770051
2011	01	0109	0109	EBCB	2010	0130.1881	84770051
2011	01	0109	0109	EBCB	2010	0130.1881	84770051
2011	01	0109	0109	EBCB	2010	0130.1881	84770051
2011	01	0109	0109	EBCB	2010	0130.1881	84770051
2011	01	0109	0109	EBCB	2010	0130.1881	84770051
2011	01	0109	0109	EBCB	2010	0130.1881	84770051
2011	01	0109	0109	EBCB	2010	0130.1881	84770051
2011	01	0109	0109	EBCB	2010	0130.1881	84770051
2011	01	0109	0109	EBCB	2010	0130.1881	84770051
2011	01	0109	0109	EBCB	2010	0130.1881	84770051
2011	01	0109	0109	EBCB	2010	0130.1881	84770051
2011	01	0109	0109	EBCB	2010	0130.1881	84770051
2011	01	0109	0109	EBCB	2010	0130.1881	84770051
2011	01	0109	0109	EBCB	2011	0130.1881	84770000
2011	01	0109	0109	EBCB	2011	0130.1881	84770000

REFRESHING THE Dir Exp – EAS Data Rpt

- **Query results shows data for all records related to the MEPRS FCC.**
  - **Dir Exp - Dir Oblig - Fin Pure**


https://tma-bi.csd.disa.mil/InfoViewApp/listing/m
SAP BusinessObjects InfoVi...
File Edit View Favorites Tools Help
myPay Web Site
Army MEPRS Program Off...
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Web Intelligence - Dir Exp - EAS Data - Rpt
Document View
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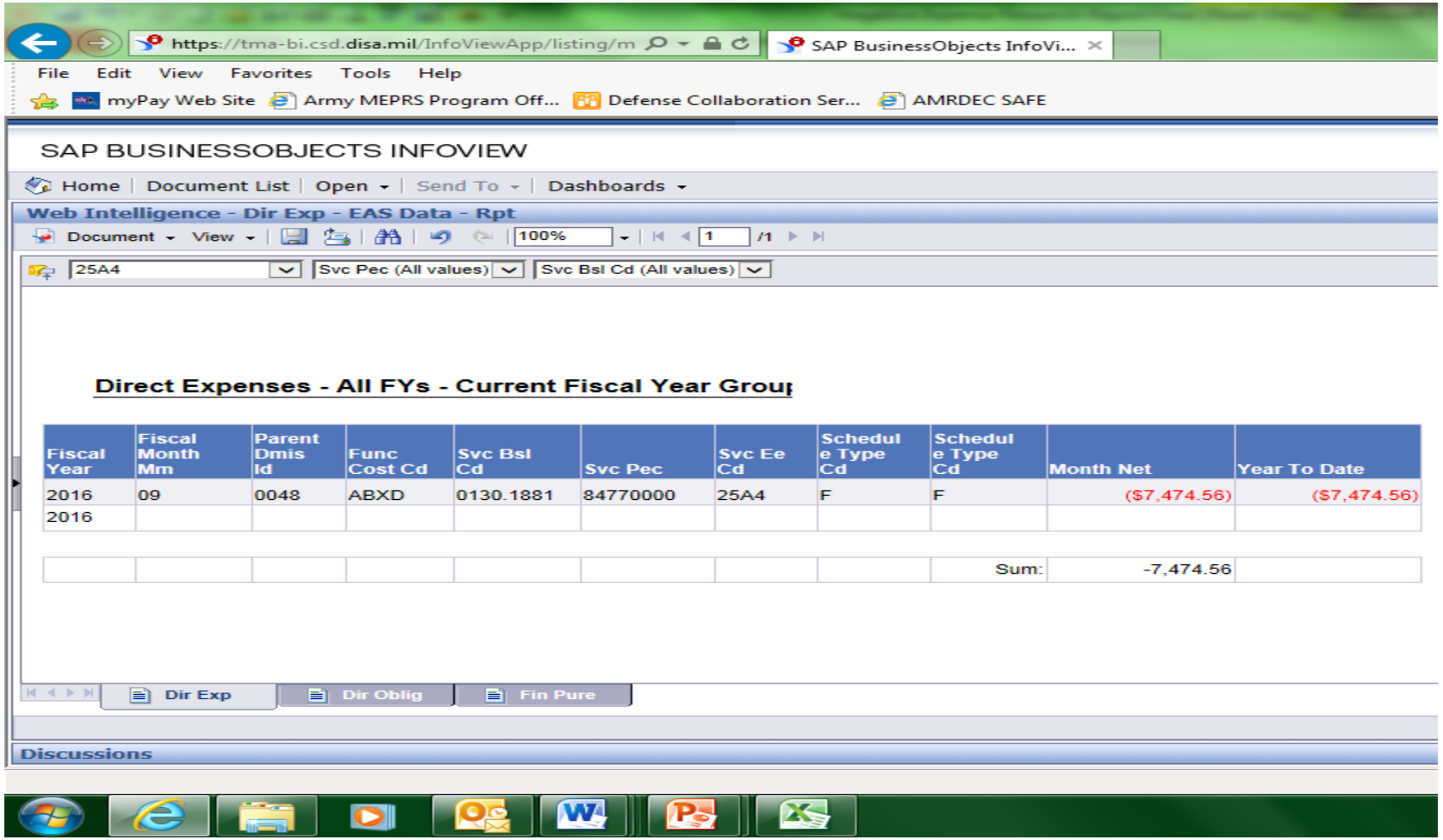
Svc Ee Cd (All values)
Svc Pec (All values)
Svc Bsl Cd (All values)
Direct Expenses - All FYs - Current Fiscal Year Grou
Dir Exp
Dir Oblig
Fin Pure
Discussions

Fiscal Year	Fiscal Month Mm	Parent Dmis Id	Func Cost Cd	Svc Bsl Cd	Svc Pec	Svc Ee Cd	Schedule Type Cd	Schedule Type Cd	Month Net	Year To Date
2013	01	0048	ABXD	0130.1881	84770000	260I	F	F	$734.52	$734.52
	01	0048	ABXD	0130.1881	84770000	260R	F	F	$8,479.17	$8,479.17
	01	0048	ABXD	0130.1881	84770000	263R	F	F	$80.00	$80.00
	01	0048	ABXD	0130.1881	84770012	11AB	P	P	$85,844.94	$85,844.94
	01	0048	ABXD	2010.0000	84770012	1190	P	P	$162,889.84	$162,889.84
	02	0048	ABXD	0130.1881	84770000	260B	F	F	$23.54	$23.54
	02	0048	ABXD	0130.1881	84770000	260I	F	F	$90.35	$824.87
	02	0048	ABXD	0130.1881	84770000	260R	F	F	$9,648.00	$18,127.17

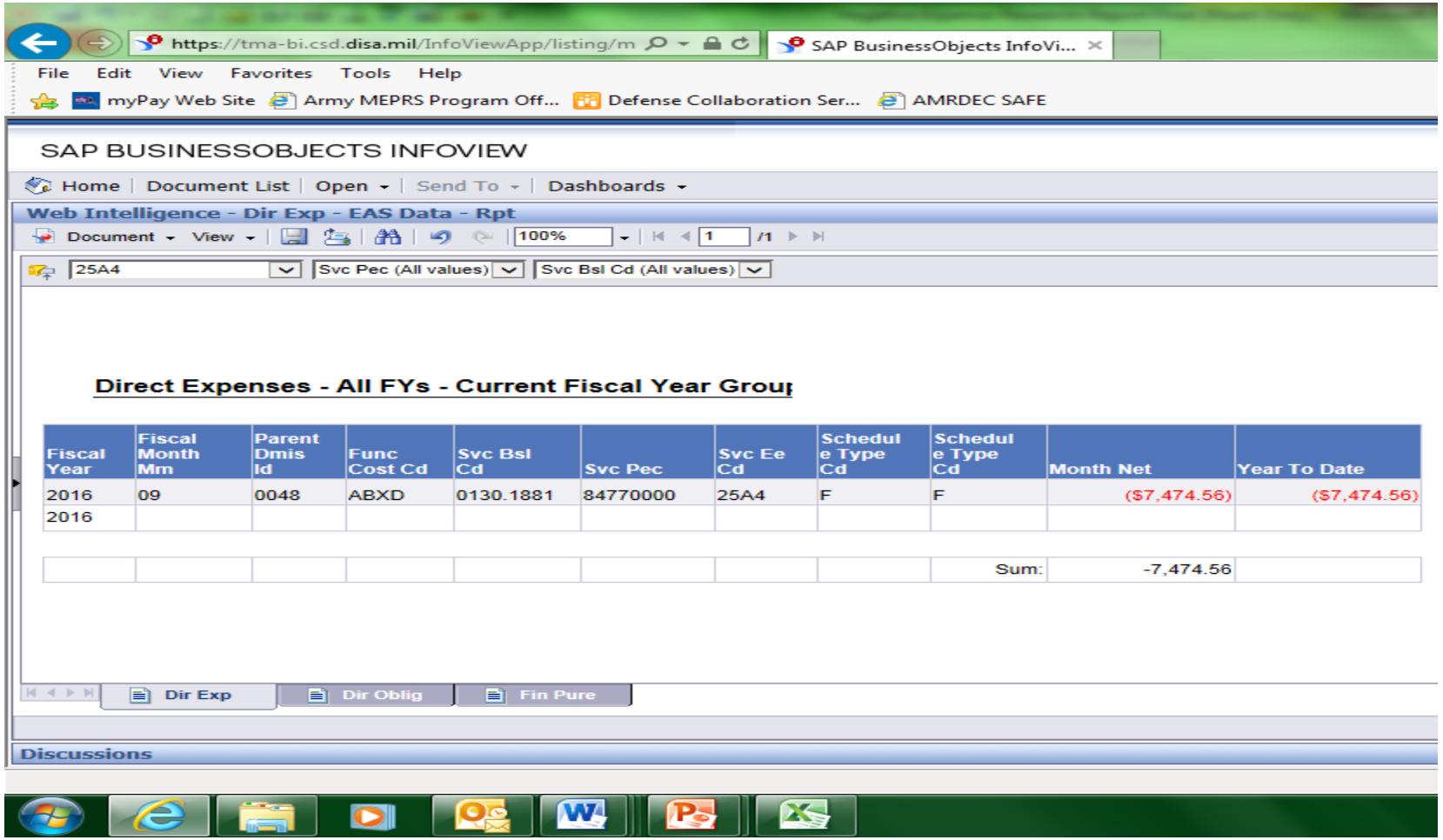
REFRESHING THE Dir Exp – EAS Data Rpt

- **Filter Query results for records related to the negative month net expense**
  - **BSL - PEC - SUEE**


https://tma-bi.csd.disa.mil/InfoViewApp/listing/m
SAP BusinessObjects InfoVi...
File Edit View Favorites Tools Help
myPay Web Site
Army MEPRS Program Off...
Defense Collaboration Ser...
AMRDEC SAFE
SAP BUSINESSOBJECTS INFOVIEW
Home | Document List | Open | Send To | Dashboards
Web Intelligence - Dir Exp - EAS Data - Rpt
Document View 100% 1 /1
25A4
Svc Pec (All values)
Svc Bsl Cd (All values)
Direct Expenses - All FYs - Current Fiscal Year Grou
Fiscal Year | Fiscal Month Mm | Parent Dmis Id | Func Cost Cd | Svc Bsl Cd | Svc Pec | Svc Ee Cd | Schedule Type Cd | Schedule Type Cd | Month Net | Year To Date
2016 | 09 | 0048 | ABXD | 0130.1881 | 84770000 | 25A4 | F | F | ($7,474.56) | ($7,474.56)
2016
Sum: -7,474.56
Dir Exp
Dir Oblig
Fin Pure
Discussions

IDENTIFY THE RECORDS

- **Scroll through the Dir Exp report to identify a record from a prior month with positive expenses**


https://tma-bi.csd.disa.mil/InfoViewApp/listing/m
SAP BusinessObjects InfoVi...
File Edit View Favorites Tools Help
myPay Web Site
Army MEPRS Program Off...
Defense Collaboration Ser...
AMRDEC SAFE
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Document View
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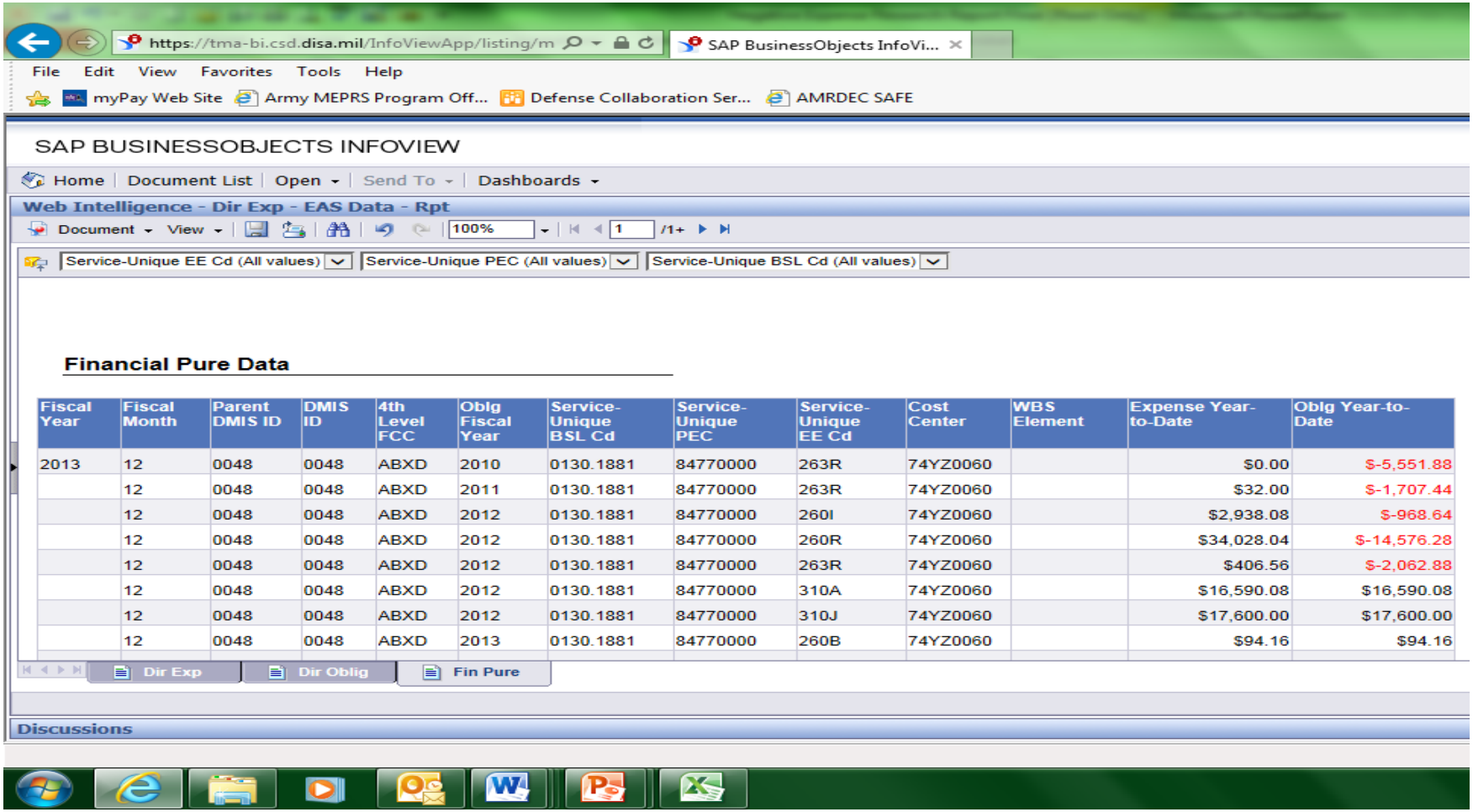
25A4
Svc Pec (All values)
Svc Bsl Cd (All values)
Direct Expenses - All FYs - Current Fiscal Year Grou
Fiscal Year | Fiscal Month Mm | Parent Dmis Id | Func Cost Cd | Svc Bsl Cd | Svc Pec | Svc Ee Cd | Schedule Type Cd | Schedule Type Cd | Month Net | Year To Date
2016 | 09 | 0048 | ABXD | 0130.1881 | 84770000 | 25A4 | F | F | ($7,474.56) | ($7,474.56)
2016
Sum: -7,474.56
Dir Exp
Dir Oblig
Fin Pure
Discussions

IDENTIFY THE RECORDS

- **Scroll through the Fin Pure report to determine the source of the negative expense**



Fiscal Year	Fiscal Month	Parent DMIS ID	DMIS ID	4th Level FCC	Oblg Fiscal Year	Service-Unique BSL Cd	Service-Unique PEC	Service-Unique EE Cd	Cost Center	WBS Element	Expense Year-to-Date	Oblg Year-to-Date
2013	12	0048	0048	ABXD	2010	0130.1881	84770000	263R	74YZ0060		$0.00	$-5,551.88
	12	0048	0048	ABXD	2011	0130.1881	84770000	263R	74YZ0060		$32.00	$-1,707.44
	12	0048	0048	ABXD	2012	0130.1881	84770000	260I	74YZ0060		$2,938.08	$-968.64
	12	0048	0048	ABXD	2012	0130.1881	84770000	260R	74YZ0060		$34,028.04	$-14,576.28
	12	0048	0048	ABXD	2012	0130.1881	84770000	263R	74YZ0060		$406.56	$-2,062.88
	12	0048	0048	ABXD	2012	0130.1881	84770000	310A	74YZ0060		$16,590.08	$16,590.08
	12	0048	0048	ABXD	2012	0130.1881	84770000	310J	74YZ0060		$17,600.00	$17,600.00
	12	0048	0048	ABXD	2013	0130.1881	84770000	260B	74YZ0060		$94.16	$94.16

IDENTIFY THE RECORDS

- **When there are no prior month records with positive expenses, assume the original record with positive expenses was processed in a fiscal year prior to FY11.**
  - **Correct the Negative expense Net Month record within EASi by entering the equivalent positive amount as a Financial Adjustment**
  - **Review the Financial Audit Report by Fiscal Year and Month to determine the source MEPRS FCC. In this instance the source MEPRS FCC was AAXB; MEPRS staff moved the expense from AAXB to ABXD. Correction must be made to the AAXB financial record to offset the negative and to ABXD to zero the negative net month expense.**

Date: 08/03/2016 Time: 03:01:21 PM

Expense Assignment System IV
Financial Audit Report by Fiscal Year and Month
Parent DMIS ID: 0048 - Parent DMIS ID: 0048 - MARTIN ACH-FT. BENNING
Fiscal Year: 2016 Fiscal Month: 09

Before/After Indicator	Fiscal Year	Fiscal Month	DMIS ID	4th Level FCC	Service-Unique BS/L Cd	Service-Unique PEC	SUEE	Schedule Type	SOF	Expense Year-to-Date	Obligation Year-to-Date
Audit Time Stamp	Functional Area		Audit Event Description		Documentation Cd	Documentation Description					Logon ID
Documentation Comment											
BEFORE	2016	Jun	0048	AAXB	0130.1881	84770000	25A4	F	D	$-7,474.56	$0.00
AFTER	2016	Jun	0048	ABXD	0130.1881	84770000	25A4	F	D	$-7,474.56	$0.00
08/01/2016 12:12:02 PM	ECU		ERROR CORRECTION		12	Invalid Functional Cost Code (FCC)/DMIS ID					Barbara.Lawrence

IDENTIFY THE RECORDS

- **Identify a prior month financial record with sufficient positive expense to adjust; ensure the record contains the same data elements as that of the record with the negative net month expense; MEPRS FCC - BSL – PEC – SUEE MUST MATCH**
  - **Adjust the prior month record within EASi by entering the negative expense as a Financial Adjustment**
  - **Adjust the current month Negative expense within EASi by entering the equivalent positive amount as a Financial Adjustment**

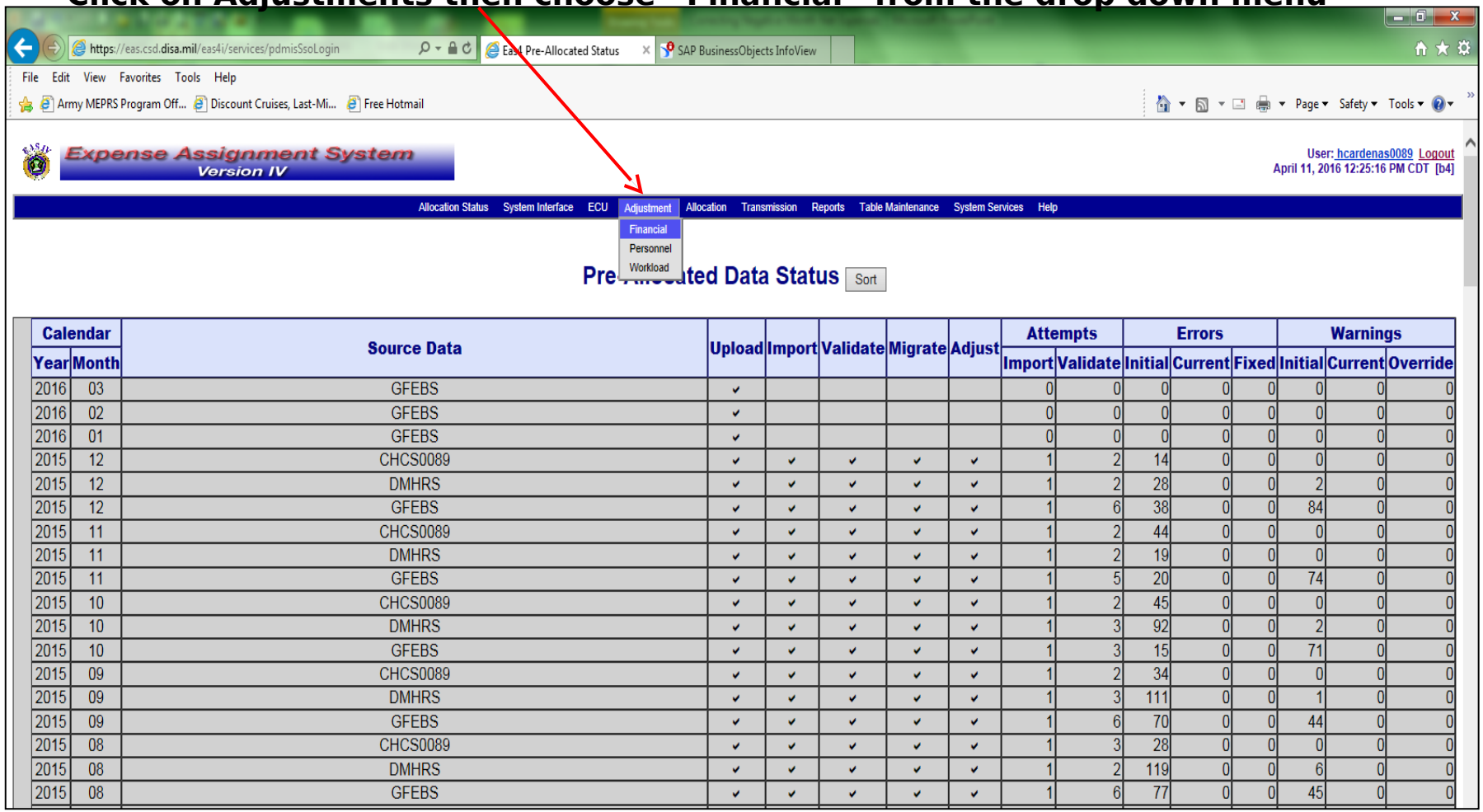
Fiscal Year	Fiscal Month Mm	Parent Dmis Id	Func Cost Cd	Svc Bsl Cd	Svc Pec	Svc Ee Cd	Schedule Type Cd	Schedule Type Cd	Month Net
2015	09	0089	DFAA	0130.1881	84770000	25A5	F	F	0
	10	0089	DFAA	0130.1881	84770000	25A5	F	F	0
	11	0089	DFAA	0130.1881	84770000	25A5	F	F	39,295.2
	12	0089	DFAA	0130.1881	84770000	25A5	F	F	61,749.6
2015									

Fiscal Year	Fiscal Month Mm	Parent Dmis Id	Func Cost Cd	Svc Bsl Cd	Svc Pec	Svc Ee Cd	Schedule Type Cd	Schedule Type Cd	Month Net
2016	01	0089	DFAA	0130.1881	84770000	25A5	F	F	-20,583.2
	02	0089	DFAA	0130.1881	84770000	25A5	F	F	20,633.2
	03	0089	DFAA	0130.1881	84770000	25A5	F	F	0
2016									

CORRECTING NEGATIVE EXPENSES IN EASI

CORRECTIVE ACTION

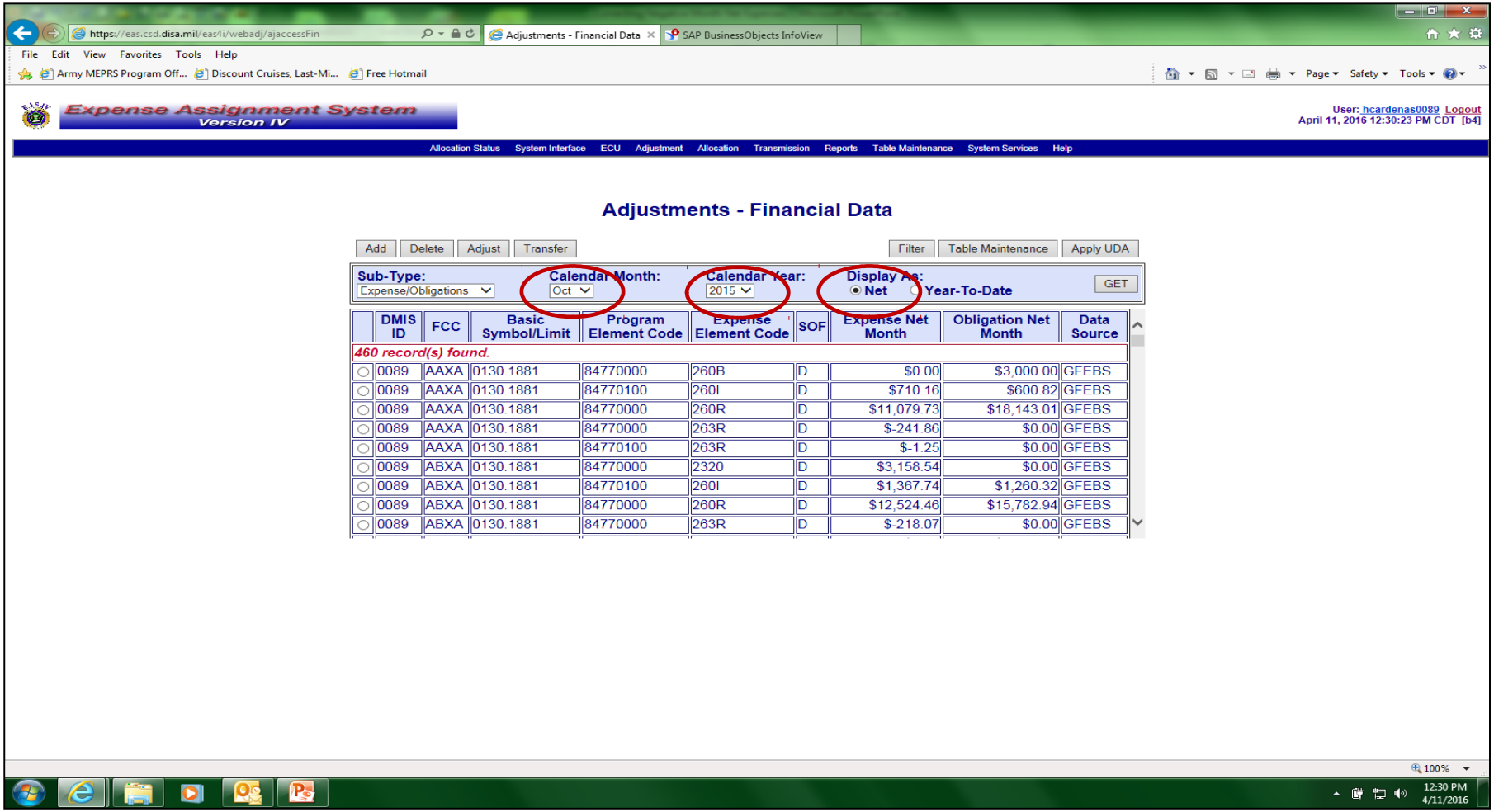
- **Correct the Negative expense Net Month record within EASi via Adjustment – Financial**
- **Click on Adjustments then choose "Financial" from the drop down menu**



Calendar		Source Data	Upload	Import	Validate	Migrate	Adjust	Attempts		Errors			Warnings		
Year	Month							Import	Validate	Initial	Current	Fixed	Initial	Current	Override
2016	03	GFEBS	✓					0	0	0	0	0	0	0	0
2016	02	GFEBS	✓					0	0	0	0	0	0	0	0
2016	01	GFEBS	✓					0	0	0	0	0	0	0	0
2015	12	CHCS0089	✓	✓	✓	✓	✓	1	2	14	0	0	0	0	0
2015	12	DMHRS	✓	✓	✓	✓	✓	1	2	28	0	0	2	0	0
2015	12	GFEBS	✓	✓	✓	✓	✓	1	6	38	0	0	84	0	0
2015	11	CHCS0089	✓	✓	✓	✓	✓	1	2	44	0	0	0	0	0
2015	11	DMHRS	✓	✓	✓	✓	✓	1	2	19	0	0	0	0	0
2015	11	GFEBS	✓	✓	✓	✓	✓	1	5	20	0	0	74	0	0
2015	10	CHCS0089	✓	✓	✓	✓	✓	1	2	45	0	0	0	0	0
2015	10	DMHRS	✓	✓	✓	✓	✓	1	3	92	0	0	2	0	0
2015	10	GFEBS	✓	✓	✓	✓	✓	1	3	15	0	0	71	0	0
2015	09	CHCS0089	✓	✓	✓	✓	✓	1	2	34	0	0	0	0	0
2015	09	DMHRS	✓	✓	✓	✓	✓	1	3	111	0	0	1	0	0
2015	09	GFEBS	✓	✓	✓	✓	✓	1	6	70	0	0	44	0	0
2015	08	CHCS0089	✓	✓	✓	✓	✓	1	3	28	0	0	0	0	0
2015	08	DMHRS	✓	✓	✓	✓	✓	1	2	119	0	0	6	0	0
2015	08	GFEBS	✓	✓	✓	✓	✓	1	6	77	0	0	45	0	0

CORRECTIVE ACTION

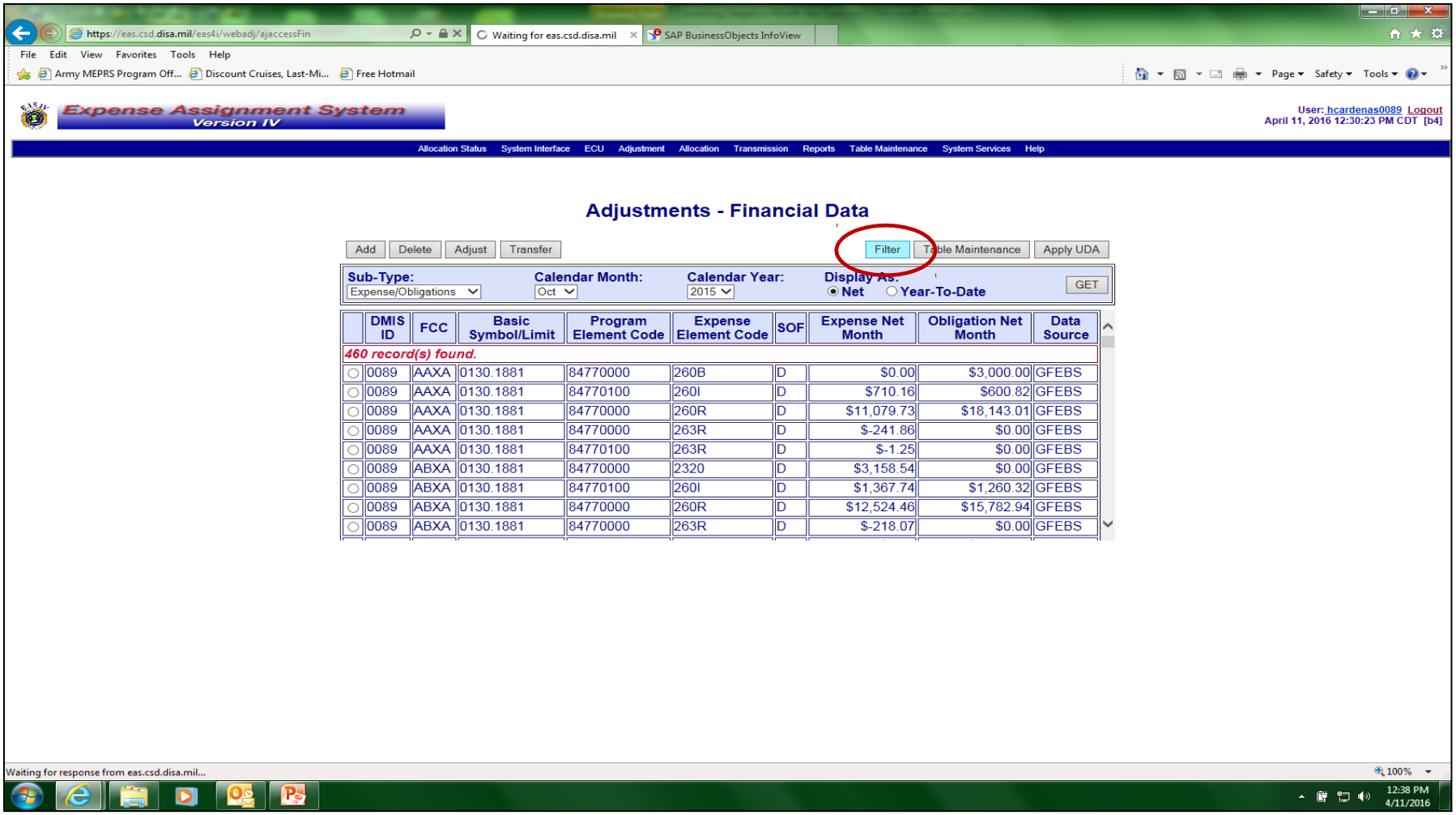
- **Ensure selection of Net Month data for record to be corrected**


Expense Assignment System
Version IV
User: hcardenas0089 Logout
April 11, 2016 12:30:23 PM CDT [b4]
Allocation Status System Interface ECU Adjustment Allocation Transmission Reports Table Maintenance System Services Help
Adjustments - Financial Data
Add Delete Adjust Transfer Filter Table Maintenance Apply UDA
Sub-Type: Expense/Obligations
Calendar Month: Oct
Calendar Year: 2015
Display As: Net Year-To-Date
GET

460 record(s) found.

	DMIS ID	FCC	Basic Symbol/Limit	Program Element Code	Expense Element Code	SOF	Expense Net Month	Obligation Net Month	Data Source
○	0089	AAXA	0130.1881	84770000	260B	D	$0.00	$3,000.00	GFEBS
○	0089	AAXA	0130.1881	84770100	260I	D	$710.16	$600.82	GFEBS
○	0089	AAXA	0130.1881	84770000	260R	D	$11,079.73	$18,143.01	GFEBS
○	0089	AAXA	0130.1881	84770000	263R	D	$-241.86	$0.00	GFEBS
○	0089	AAXA	0130.1881	84770100	263R	D	$-1.25	$0.00	GFEBS
○	0089	ABXA	0130.1881	84770000	2320	D	$3,158.54	$0.00	GFEBS
○	0089	ABXA	0130.1881	84770100	260I	D	$1,367.74	$1,260.32	GFEBS
○	0089	ABXA	0130.1881	84770000	260R	D	$12,524.46	$15,782.94	GFEBS
○	0089	ABXA	0130.1881	84770000	263R	D	$-218.07	$0.00	GFEBS

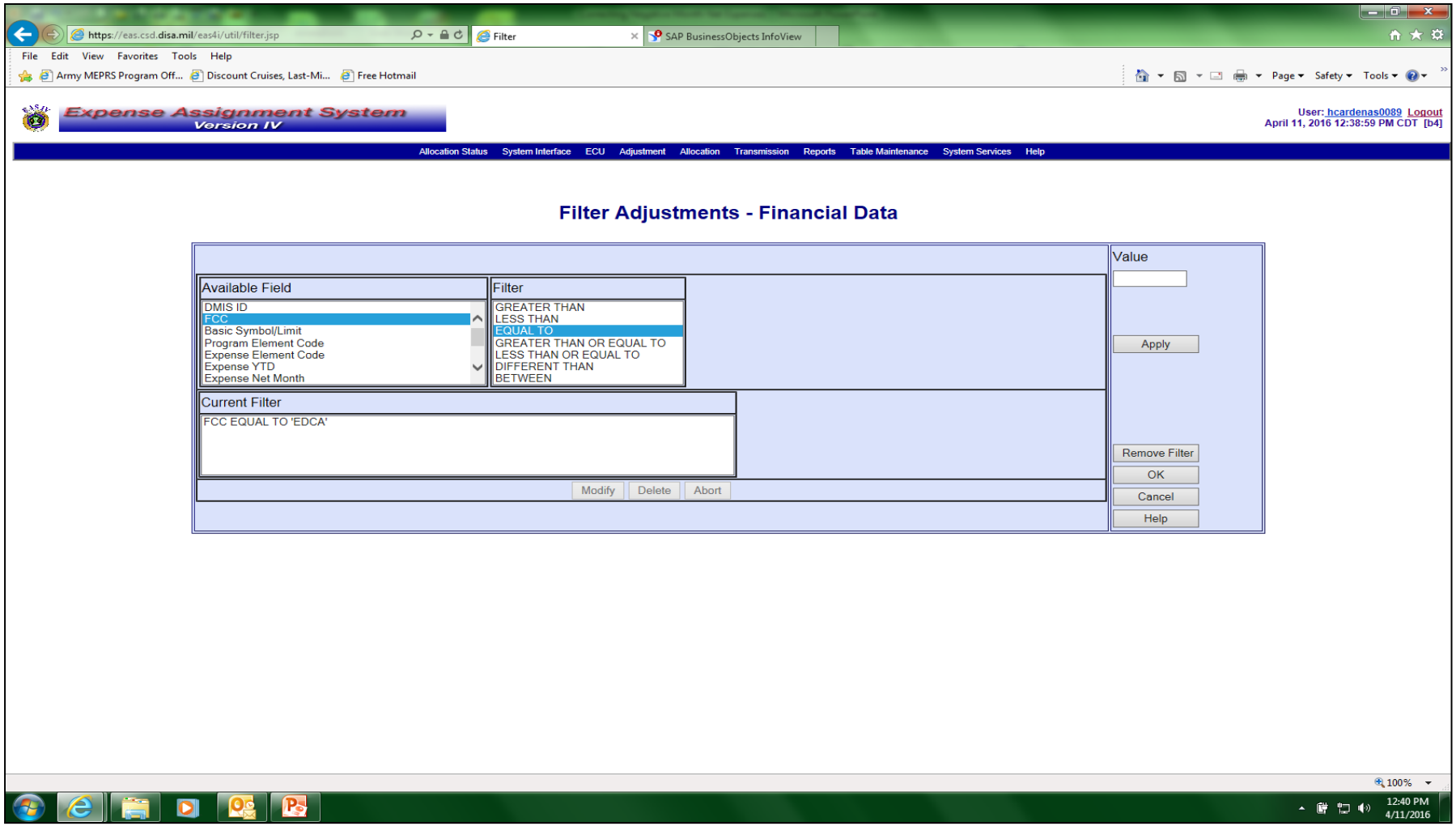
- **Filter for the correct MEPRS FCC from query**


Expense Assignment System
Version IV
User: hcardenas0089 Logout
April 11, 2016 12:30:23 PM CDT [b4]
Allocation Status System Interface ECU Adjustment Allocation Transmission Reports Table Maintenance System Services Help
Adjustments - Financial Data
Add Delete Adjust Transfer Filter Table Maintenance Apply UDA
Sub-Type: Expense/Obligations
Calendar Month: Oct
Calendar Year: 2015
Display As: Net Year-To-Date
GET

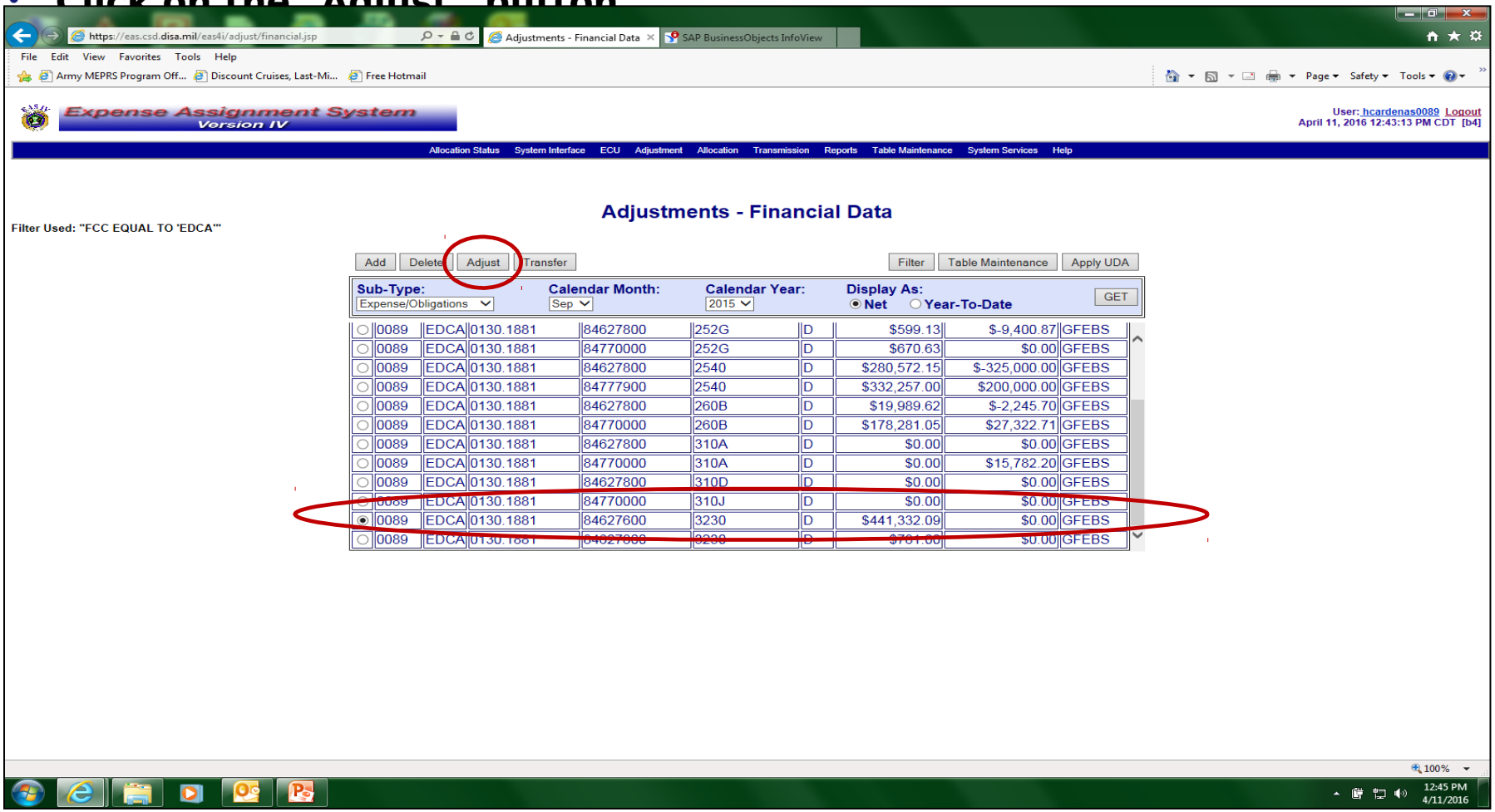
460 record(s) found.

DMIS ID	FCC	Basic Symbol/Limit	Program Element Code	Expense Element Code	SOF	Expense Net Month	Obligation Net Month	Data Source
0089	AAXA	0130.1881	84770000	260B	D	$0.00	$3,000.00	GFEBS
0089	AAXA	0130.1881	84770100	260I	D	$710.16	$600.82	GFEBS
0089	AAXA	0130.1881	84770000	260R	D	$11,079.73	$18,143.01	GFEBS
0089	AAXA	0130.1881	84770000	263R	D	$-241.86	$0.00	GFEBS
0089	AAXA	0130.1881	84770100	263R	D	$-1.25	$0.00	GFEBS
0089	ABXA	0130.1881	84770000	2320	D	$3,158.54	$0.00	GFEBS
0089	ABXA	0130.1881	84770100	260I	D	$1,367.74	$1,260.32	GFEBS
0089	ABXA	0130.1881	84770000	260R	D	$12,524.46	$15,782.94	GFEBS
0089	ABXA	0130.1881	84770000	263R	D	$-218.07	$0.00	GFEBS

- **Filter for the correct MEPRS FCC**



- **Select the correct record, click on the radio button on the left side of the record**
- **Click on the "Adjust" button**


Expense Assignment System
Version IV
Allocation Status System Interface ECU Adjustment Allocation Transmission Reports Table Maintenance System Services Help
Adjustments - Financial Data
Filter Used: "FCC EQUAL TO 'EDCA'"
Add Delete Adjust Transfer Filter Table Maintenance Apply UDA
Sub-Type: Expense/Obligations
Calendar Month: Sep
Calendar Year: 2015
Display As: Net Year-To-Date
GET

○	0089	EDCA	0130.1881	84627800	252G	D	$599.13	$-9,400.87	GFEBS
○	0089	EDCA	0130.1881	84770000	252G	D	$670.63	$0.00	GFEBS
○	0089	EDCA	0130.1881	84627800	2540	D	$280,572.15	$-325,000.00	GFEBS
○	0089	EDCA	0130.1881	84777900	2540	D	$332,257.00	$200,000.00	GFEBS
○	0089	EDCA	0130.1881	84627800	260B	D	$19,989.62	$-2,245.70	GFEBS
○	0089	EDCA	0130.1881	84770000	260B	D	$178,281.05	$27,322.71	GFEBS
○	0089	EDCA	0130.1881	84627800	310A	D	$0.00	$0.00	GFEBS
○	0089	EDCA	0130.1881	84770000	310A	D	$0.00	$15,782.20	GFEBS
○	0089	EDCA	0130.1881	84627800	310D	D	$0.00	$0.00	GFEBS
○	0089	EDCA	0130.1881	84770000	310J	D	$0.00	$0.00	GFEBS
◉	0089	EDCA	0130.1881	84627600	3230	D	$441,332.09	$0.00	GFEBS
○	0089	EDCA	0130.1881	84627800	3230	D	$761.66	$0.00	GFEBS

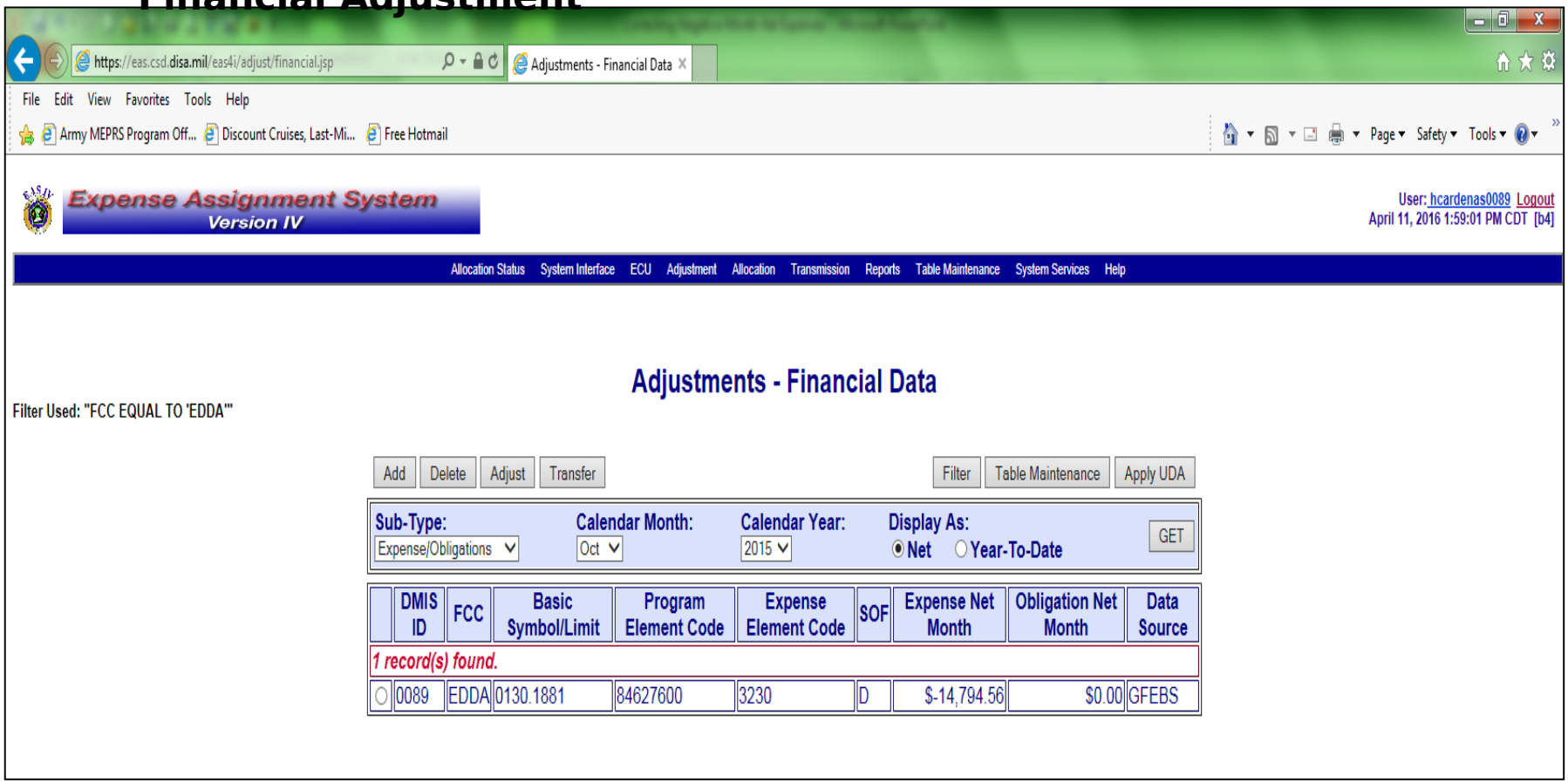
CORRECTIVE ACTION

- **Enter**
  - **The amount to be adjusted (negative expense)**
  - **Select the Code of 75 – Expense and Obligation Adjustment**
  - **Must enter the comments (see screenshot below)**

https://eas.csd.disa.mil/eas4i/webadj/ajaccessFin
Adjustments - Adjust Finan...
SAP BusinessObjects InfoView
File Edit View Favorites Tools Help
Army MEPRS Program Off... Discount Cruises, Last-Mi... Free Hotmail
Page Safety Tools
Expense Assignment System
Version IV
User: hcardenas0089 Logout
April 11, 2016 12:47:26 PM CDT [b4]
Allocation Status System Interface ECU Adjustment Allocation Transmission Reports Table Maintenance System Services Help
Adjustments - Adjust Financial Record
Data Source
GFEBS
Work Center
DMIS ID: 0089
FCC: EDCA
Net Month Amount
Expenses
Obligations
Actual: $441332.09 $0
Adjust By: $-14794.56 $0.0
Service-Unique Expense Codes
Expense Element: 3230
Program Element Code: 84627600
Basic Symbol/Limit: 0130.1881
Source of Funds: D
Code and Description: 75 - Expense and Obligation Adjustment
Comments: Adjustment to prior expense; budget transaction reducing expense performed in current month.
OK
Cancel

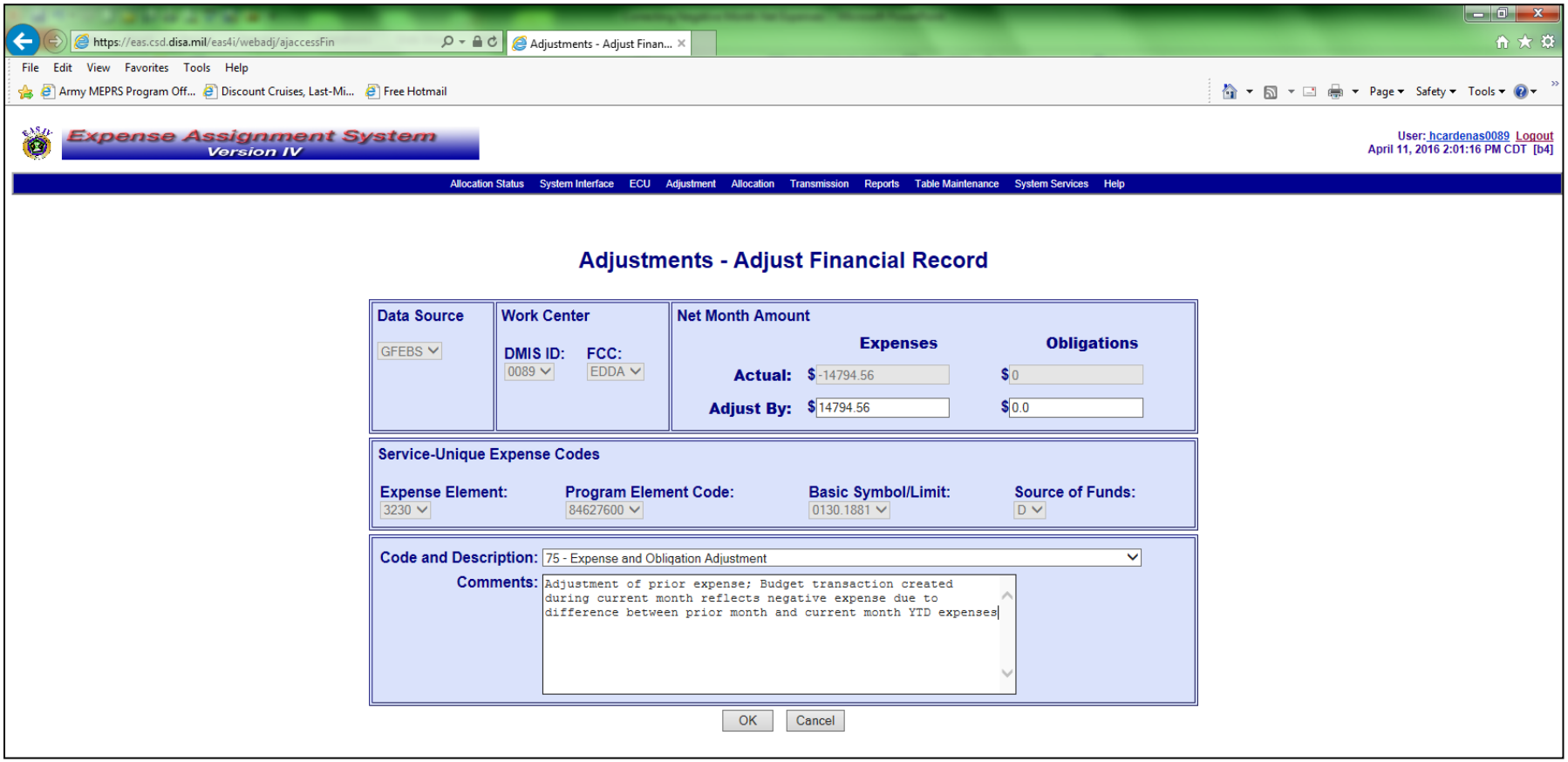
CORRECTIVE ACTION

- **Following the same process, select the record with the negative net month expense**
  - **Adjust the record by entering the equivalent positive amount as a Financial Adjustment**


https://eas.csd.disa.mil/eas4i/adjust/financial.jsp
Adjustments - Financial Data
File Edit View Favorites Tools Help
Army MEPRS Program Off... Discount Cruises, Last-Mi... Free Hotmail
Page Safety Tools
Expense Assignment System
Version IV
User: hcardenas0089 Logout
April 11, 2016 1:59:01 PM CDT [b4]
Allocation Status System Interface ECU Adjustment Allocation Transmission Reports Table Maintenance System Services Help
Adjustments - Financial Data
Filter Used: "FCC EQUAL TO 'EDDA'"
Add Delete Adjust Transfer
Filter Table Maintenance Apply UDA
Sub-Type: Expense/Obligations
Calendar Month: Oct
Calendar Year: 2015
Display As: Net Year-To-Date
GET
DMIS ID | FCC | Basic Symbol/Limit | Program Element Code | Expense Element Code | SOF | Expense Net Month | Obligation Net Month | Data Source
1 record(s) found.
0089 | EDDA | 0130.1881 | 84627600 | 3230 | D | $-14,794.56 | $0.00 | GFEBS

CORRECTIVE ACTION

- **Enter**
  - **The amount to be adjusted**
  - **Select the Code of 75 – Expense and Obligation Adjustment**
  - **Must enter the comments (see screenshot below)**


https://eas.csd.disa.mil/eas4i/webadj/ajaccessFin
Adjustments - Adjust Finan...
File Edit View Favorites Tools Help
Expense Assignment System
Version IV
User: hcardenas0089 Logout
April 11, 2016 2:01:16 PM CDT [b4]
Allocation Status System Interface ECU Adjustment Allocation Transmission Reports Table Maintenance System Services Help
Adjustments - Adjust Financial Record
Data Source
GFEBS
Work Center
DMIS ID: 0089
FCC: EDDA
Net Month Amount
Expenses
Obligations
Actual: $-14794.56 $0
Adjust By: $14794.56 $0.0
Service-Unique Expense Codes
Expense Element: 3230
Program Element Code: 84627600
Basic Symbol/Limit: 0130.1881
Source of Funds: D
Code and Description: 75 - Expense and Obligation Adjustment
Comments: Adjustment of prior expense; Budget transaction created during current month reflects negative expense due to difference between prior month and current month YTD expenses
OK
Cancel

REVALIDATION

After making all the corrections to negative net month amounts

- **Refresh the DEAR**
  - **Filter for negative net month expenses**

- **Once all negative net month expenses have been adjusted on the DEAR.**
  - **Run allocation**
  - **Perform Financial Reconciliation**
  - **Update Monthly Narrative**
  - **Retransmit corrected data in sequential order by month, earliest to latest**
  - **Send supporting documents to AMPO**

GFEBS NEGATIVE EXPENSE RESEARCH REPORT

Information Brief

Gregory Mitchell

28 JUNE 2016

Unclassified//FOUO

PURPOSE AND OUTLINE

Purpose: Informational briefing on how to research negative transaction caused by GFEBS which cause negative month net expenses in EASi.

Outline:

1. GFEBS Research Report Details
2. How to execute the Report.
3. How to interpret Report
4. How to find Budget Analyst
5. Questions

Fund: BSN, Limit, FY, Years Available

Fund Center: OA ASN

Functional Area: ARMY PE (APE), MDEP (2020 / 2040)
BAG APE (0130 Funds)

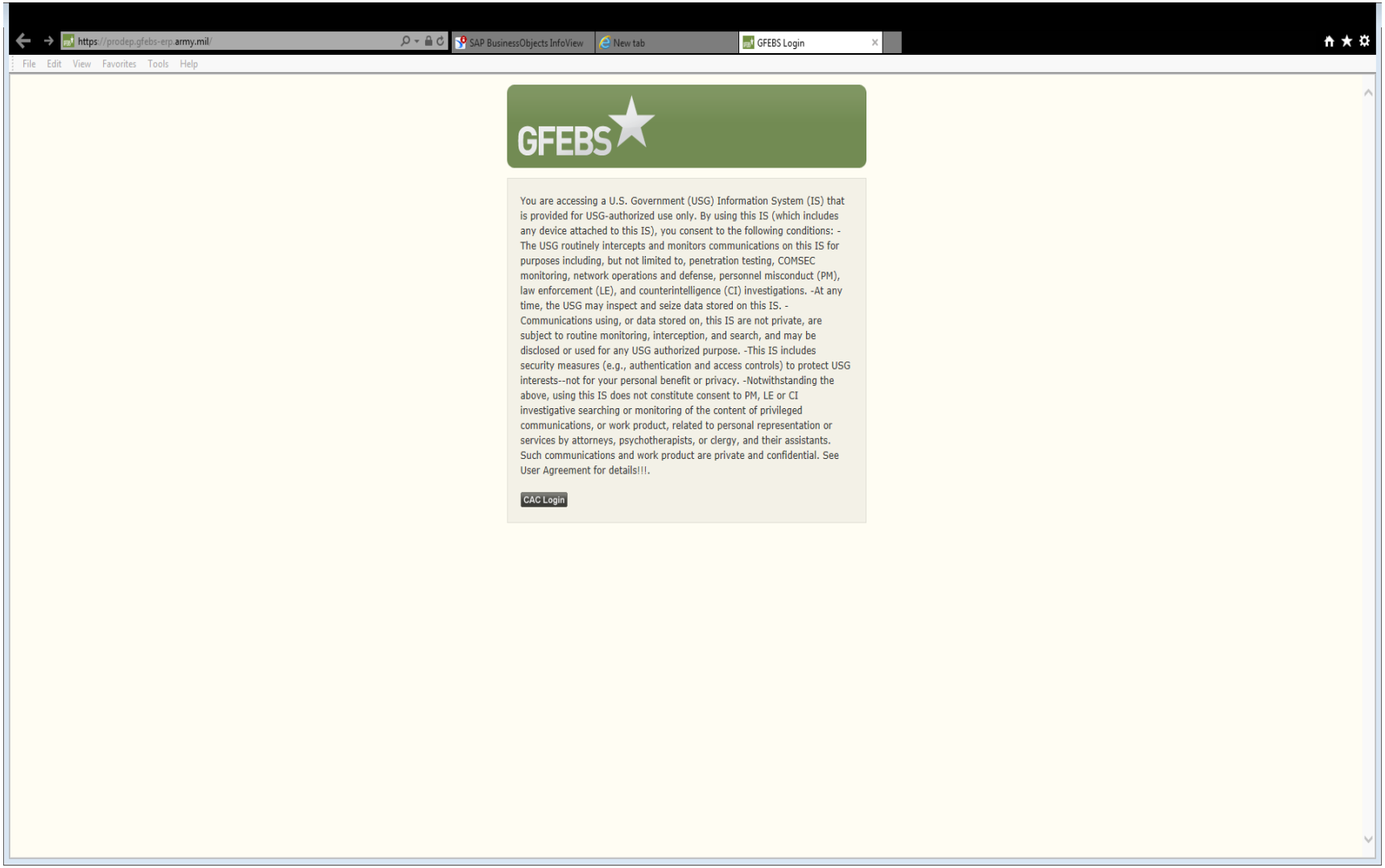
Commitment Item: EOR, SUEE

Cost Collector: Cost Center, WBS Element. In GFEBS each Cost Collector is assigned a MEPRS FCC under Attribute 3

Funded Program: Used to fence funds (0012 / CNP0)

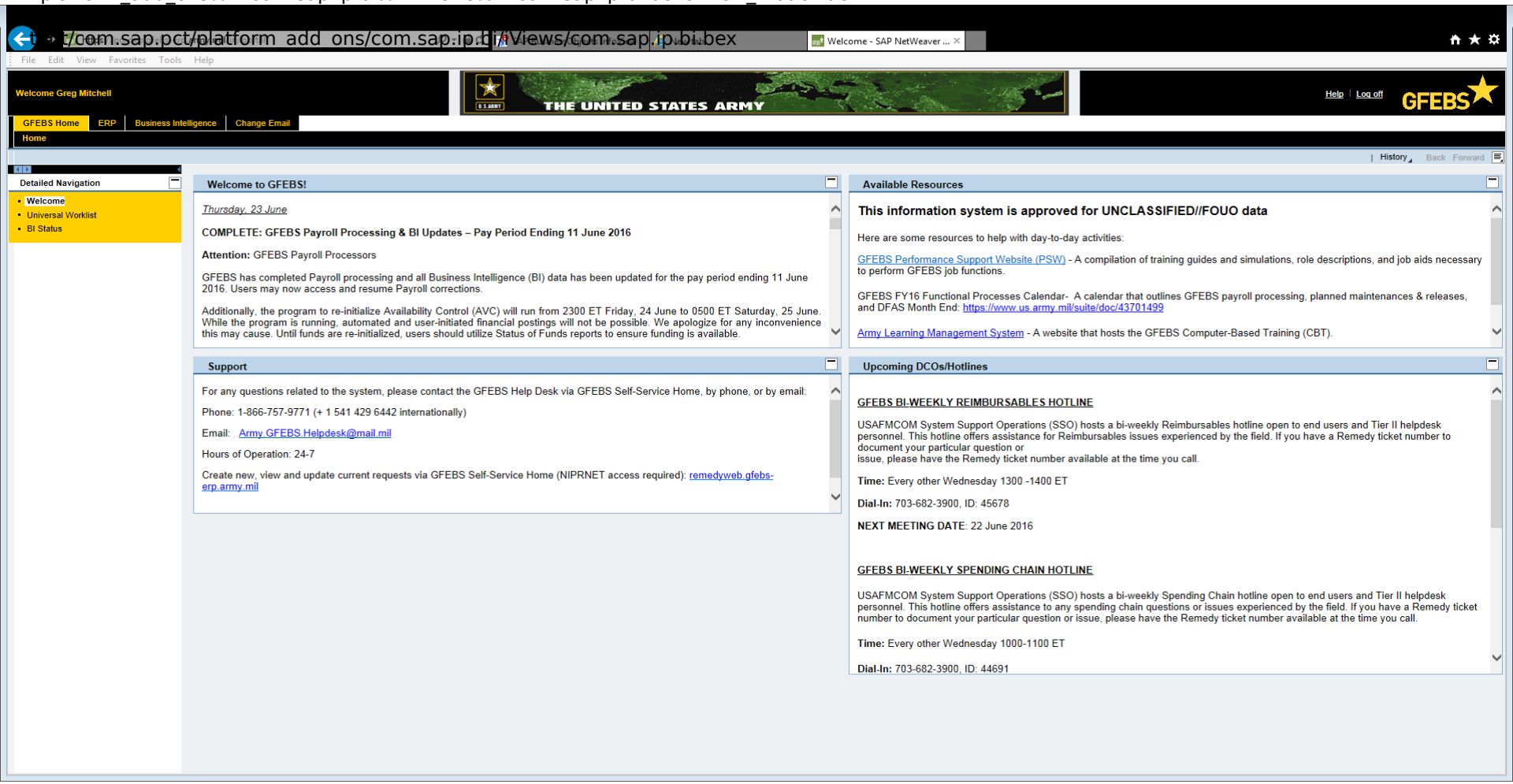
ACCESSING GFEBS

You must have a GFEBS account to run the GFEBS Negative Expense Research Report. CAC Login, URL is https://prodep.gfebs-erp.army.mil.

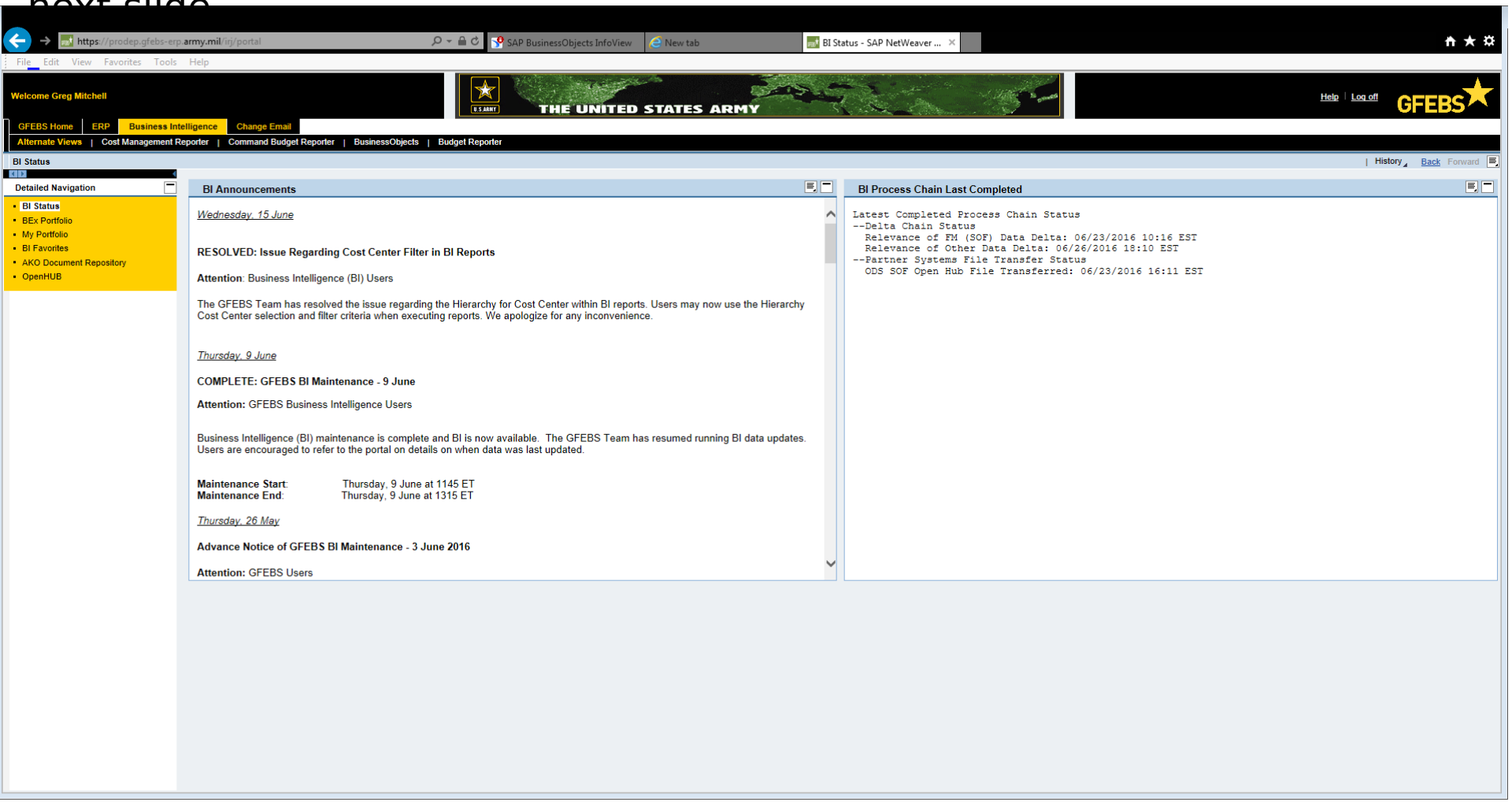

https://prodep.gfebs-erp.army.mil/
SAP BusinessObjects InfoView
New tab
GFEBS Login
File Edit View Favorites Tools Help
GFEBS
You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions: -The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations. -At any time, the USG may inspect and seize data stored on this IS. -Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose. -This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy. -Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details!!!.
CAC Login

The first time you run the report you must open GFEBS first then copy and paste the weblink below into the browser.

https://prodep.gfebserp.army.mil/irj/servlet/prt/portal/prtroot/com.sap.portal.pagebuilder.IviewModeProxy?iview_id=pcd%3Aportal_content%2Fcom.sap.pct%2Fplatform_add_ons%2Fcom.sap.ip.bi%2FiViews%2Fcom.sap.ip.bi.bex&iview_mode=de

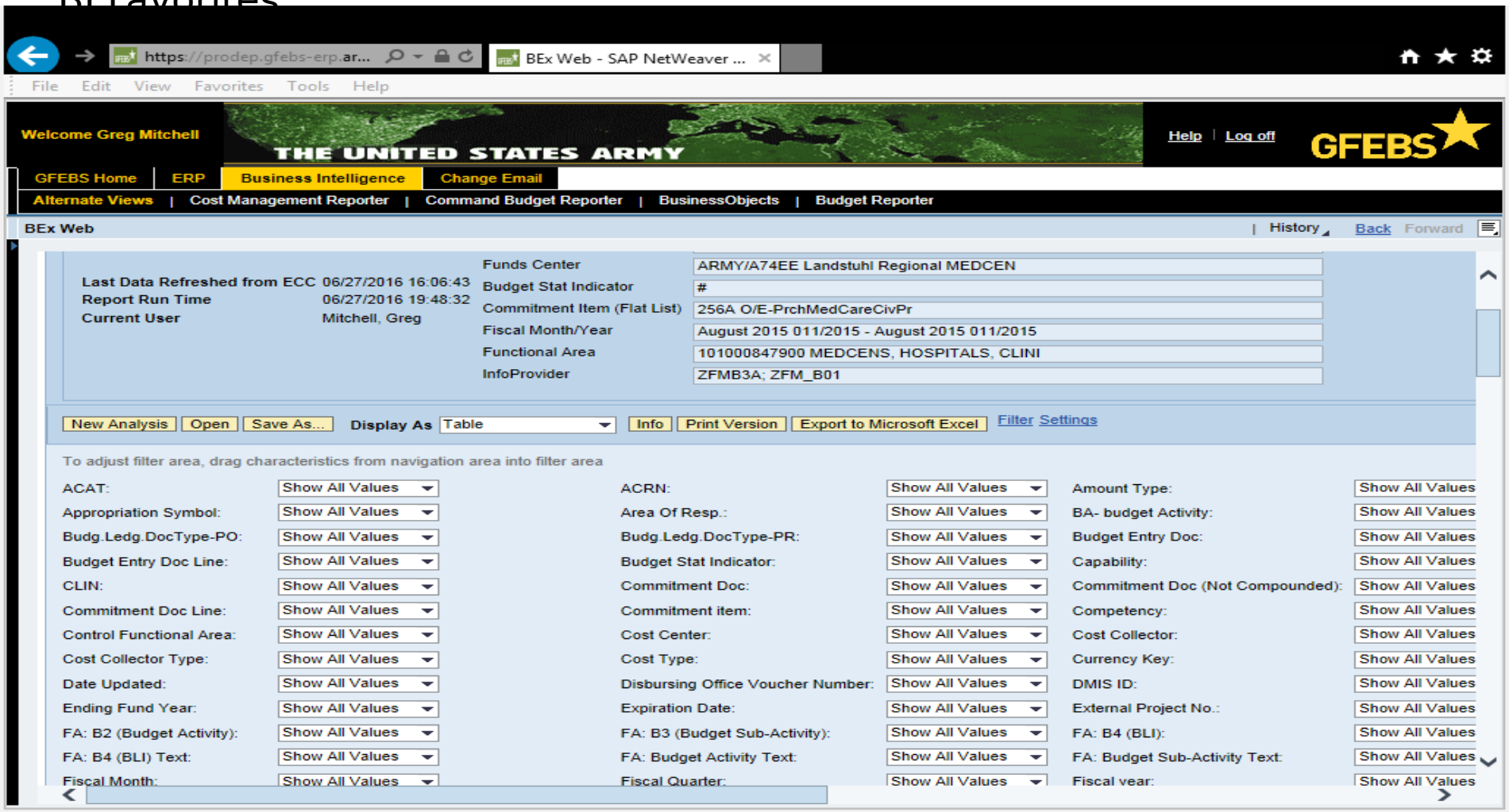

/com.sap.pct/platform_add_ons/com.sap.ip.bi/iViews/com.sap.ip.bi.bex
Welcome - SAP NetWeaver ...
File Edit View Favorites Tools Help
Welcome Greg Mitchell
THE UNITED STATES ARMY
Help | Log off
GFEBS
GFEBS Home
ERP
Business Intelligence
Change Email
Home
History Back Forward
Detailed Navigation
Welcome
Universal Worklist
BI Status
Welcome to GFEBS!
Thursday, 23 June
COMPLETE: GFEBS Payroll Processing & BI Updates – Pay Period Ending 11 June 2016
Attention: GFEBS Payroll Processors
GFEBS has completed Payroll processing and all Business Intelligence (BI) data has been updated for the pay period ending 11 June 2016. Users may now access and resume Payroll corrections.
Additionally, the program to re-initialize Availability Control (AVC) will run from 2300 ET Friday, 24 June to 0500 ET Saturday, 25 June. While the program is running, automated and user-initiated financial postings will not be possible. We apologize for any inconvenience this may cause. Until funds are re-initialized, users should utilize Status of Funds reports to ensure funding is available.
Available Resources
This information system is approved for UNCLASSIFIED//FOUO data
Here are some resources to help with day-to-day activities:
GFEBS Performance Support Website (PSW) - A compilation of training guides and simulations, role descriptions, and job aids necessary to perform GFEBS job functions.
GFEBS FY16 Functional Processes Calendar- A calendar that outlines GFEBS payroll processing, planned maintenances & releases, and DFAS Month End: https://www.us.army.mil/suite/doc/43701499
Army Learning Management System - A website that hosts the GFEBS Computer-Based Training (CBT).
Support
For any questions related to the system, please contact the GFEBS Help Desk via GFEBS Self-Service Home, by phone, or by email:
Phone: 1-866-757-9771 (+ 1 541 429 6442 internationally)
Email: Army.GFEBS.Helpdesk@mail.mil
Hours of Operation: 24-7
Create new, view and update current requests via GFEBS Self-Service Home (NIPRNET access required): remedyweb.gfebs-erp.army.mil
Upcoming DCOs/Hotlines
GFEBS BI-WEEKLY REIMBURSABLES HOTLINE
USAFMCOM System Support Operations (SSO) hosts a bi-weekly Reimbursables hotline open to end users and Tier II helpdesk personnel. This hotline offers assistance for Reimbursables issues experienced by the field. If you have a Remedy ticket number to document your particular question or issue, please have the Remedy ticket number available at the time you call.
Time: Every other Wednesday 1300 -1400 ET
Dial-In: 703-682-3900, ID: 45678
NEXT MEETING DATE: 22 June 2016
GFEBS BI-WEEKLY SPENDING CHAIN HOTLINE
USAFMCOM System Support Operations (SSO) hosts a bi-weekly Spending Chain hotline open to end users and Tier II helpdesk personnel. This hotline offers assistance to any spending chain questions or issues experienced by the field. If you have a Remedy ticket number to document your particular question or issue, please have the Remedy ticket number available at the time you call.
Time: Every other Wednesday 1000-1100 ET
Dial-In: 703-682-3900, ID: 44691

Step 1. Once the report opens save the report to your BI Favorite. Go to next slide


https://prodep.gfebs-erp.army.mil/irj/portal
SAP BusinessObjects InfoView
New tab
BI Status - SAP NetWeaver ...
File Edit View Favorites Tools Help
Welcome Greg Mitchell
THE UNITED STATES ARMY
Help | Log off
GFEBS
GFEBS Home
ERP
Business Intelligence
Change Email
Alternate Views | Cost Management Reporter | Command Budget Reporter | BusinessObjects | Budget Reporter
BI Status
History Back Forward
Detailed Navigation
BI Status
BEx Portfolio
My Portfolio
BI Favorites
AKO Document Repository
OpenHUB
BI Announcements
Wednesday, 15 June
RESOLVED: Issue Regarding Cost Center Filter in BI Reports
Attention: Business Intelligence (BI) Users
The GFEBS Team has resolved the issue regarding the Hierarchy for Cost Center within BI reports. Users may now use the Hierarchy Cost Center selection and filter criteria when executing reports. We apologize for any inconvenience.
Thursday, 9 June
COMPLETE: GFEBS BI Maintenance - 9 June
Attention: GFEBS Business Intelligence Users
Business Intelligence (BI) maintenance is complete and BI is now available. The GFEBS Team has resumed running BI data updates. Users are encouraged to refer to the portal on details on when data was last updated.
Maintenance Start: Thursday, 9 June at 1145 ET
Maintenance End: Thursday, 9 June at 1315 ET
Thursday, 26 May
Advance Notice of GFEBS BI Maintenance - 3 June 2016
Attention: GFEBS Users
BI Process Chain Last Completed
Latest Completed Process Chain Status
--Delta Chain Status
Relevance of FM (SOF) Data Delta: 06/23/2016 10:16 EST
Relevance of Other Data Delta: 06/26/2016 18:10 EST
--Partner Systems File Transfer Status
ODS SOF Open Hub File Transferred: 06/23/2016 16:11 EST

SAVE TO FAVORITES

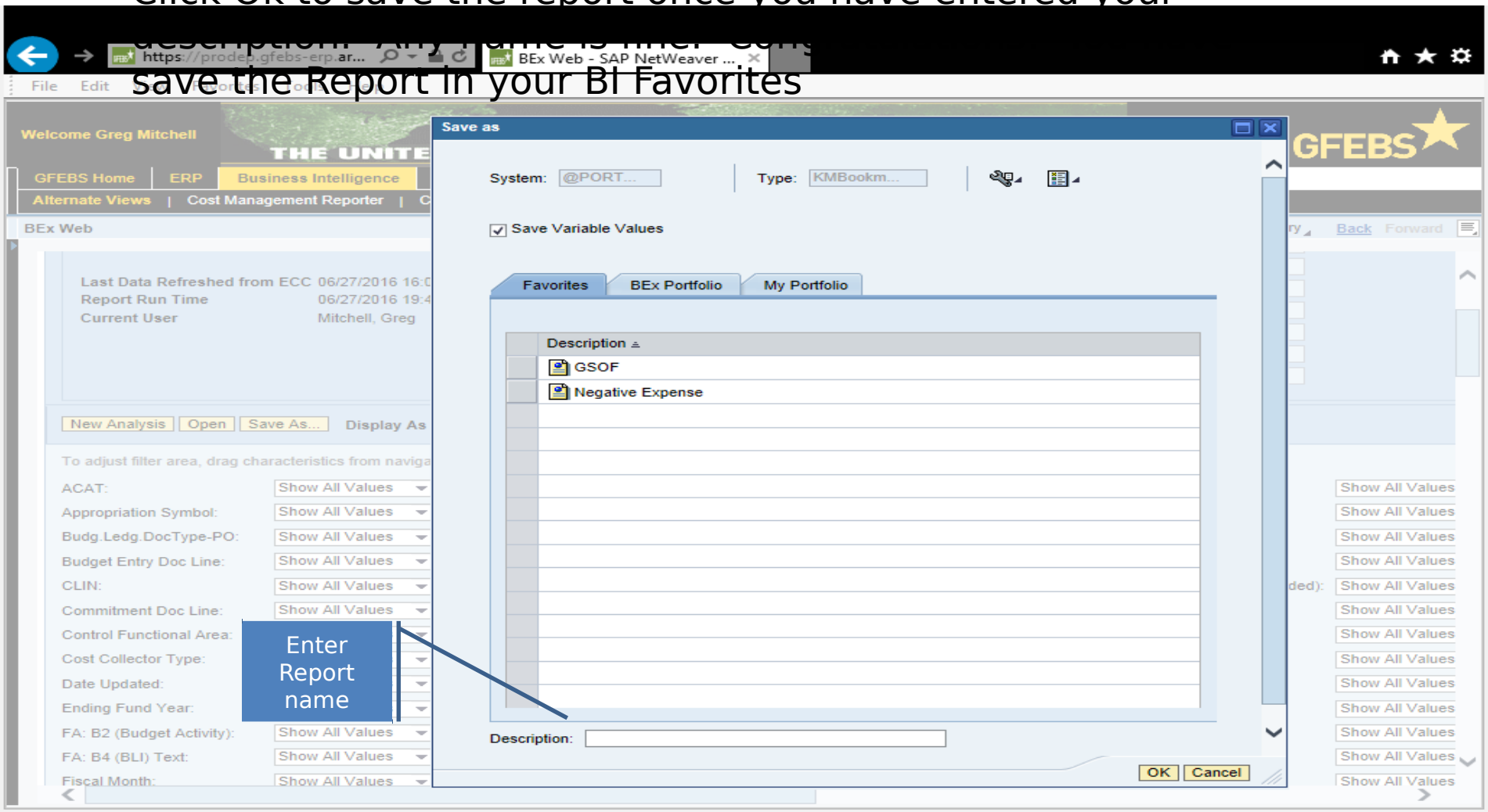
Step 2. Click on Save As… to save the report to your BI Favorites


https://prodep.gfebs-erp.ar...
BEx Web - SAP NetWeaver ...
File Edit View Favorites Tools Help
Welcome Greg Mitchell
THE UNITED STATES ARMY
Help | Log off
GFEBS
GFEBS Home | ERP | Business Intelligence | Change Email
Alternate Views | Cost Management Reporter | Command Budget Reporter | BusinessObjects | Budget Reporter
BEx Web
History Back Forward
Last Data Refreshed from ECC 06/27/2016 16:06:43
Report Run Time 06/27/2016 19:48:32
Current User Mitchell, Greg
Funds Center ARMY/A74EE Landstuhl Regional MEDCEN
Budget Stat Indicator #
Commitment Item (Flat List) 256A O/E-PrchMedCareCivPr
Fiscal Month/Year August 2015 011/2015 - August 2015 011/2015
Functional Area 101000847900 MEDCENS, HOSPITALS, CLINI
InfoProvider ZFMB3A; ZFM_B01
New Analysis Open Save As... Display As Table Info Print Version Export to Microsoft Excel Filter Settings
To adjust filter area, drag characteristics from navigation area into filter area
ACAT: Show All Values
Appropriation Symbol: Show All Values
Budg.Ledg.DocType-PO: Show All Values
Budget Entry Doc Line: Show All Values
CLIN: Show All Values
Commitment Doc Line: Show All Values
Control Functional Area: Show All Values
Cost Collector Type: Show All Values
Date Updated: Show All Values
Ending Fund Year: Show All Values
FA: B2 (Budget Activity): Show All Values
FA: B4 (BLI) Text: Show All Values
Fiscal Month: Show All Values
ACRN: Show All Values
Area Of Resp.: Show All Values
Budg.Ledg.DocType-PR: Show All Values
Budget Stat Indicator: Show All Values
Commitment Doc: Show All Values
Commitment item: Show All Values
Cost Center: Show All Values
Cost Type: Show All Values
Disbursing Office Voucher Number: Show All Values
Expiration Date: Show All Values
FA: B3 (Budget Sub-Activity): Show All Values
FA: Budget Activity Text: Show All Values
Fiscal Quarter: Show All Values
Amount Type: Show All Values
BA- budget Activity: Show All Values
Budget Entry Doc: Show All Values
Capability: Show All Values
Commitment Doc (Not Compounded): Show All Values
Competency: Show All Values
Cost Collector: Show All Values
Currency Key: Show All Values
DMIS ID: Show All Values
External Project No.: Show All Values
FA: B4 (BLI): Show All Values
FA: Budget Sub-Activity Text: Show All Values
Fiscal year: Show All Values

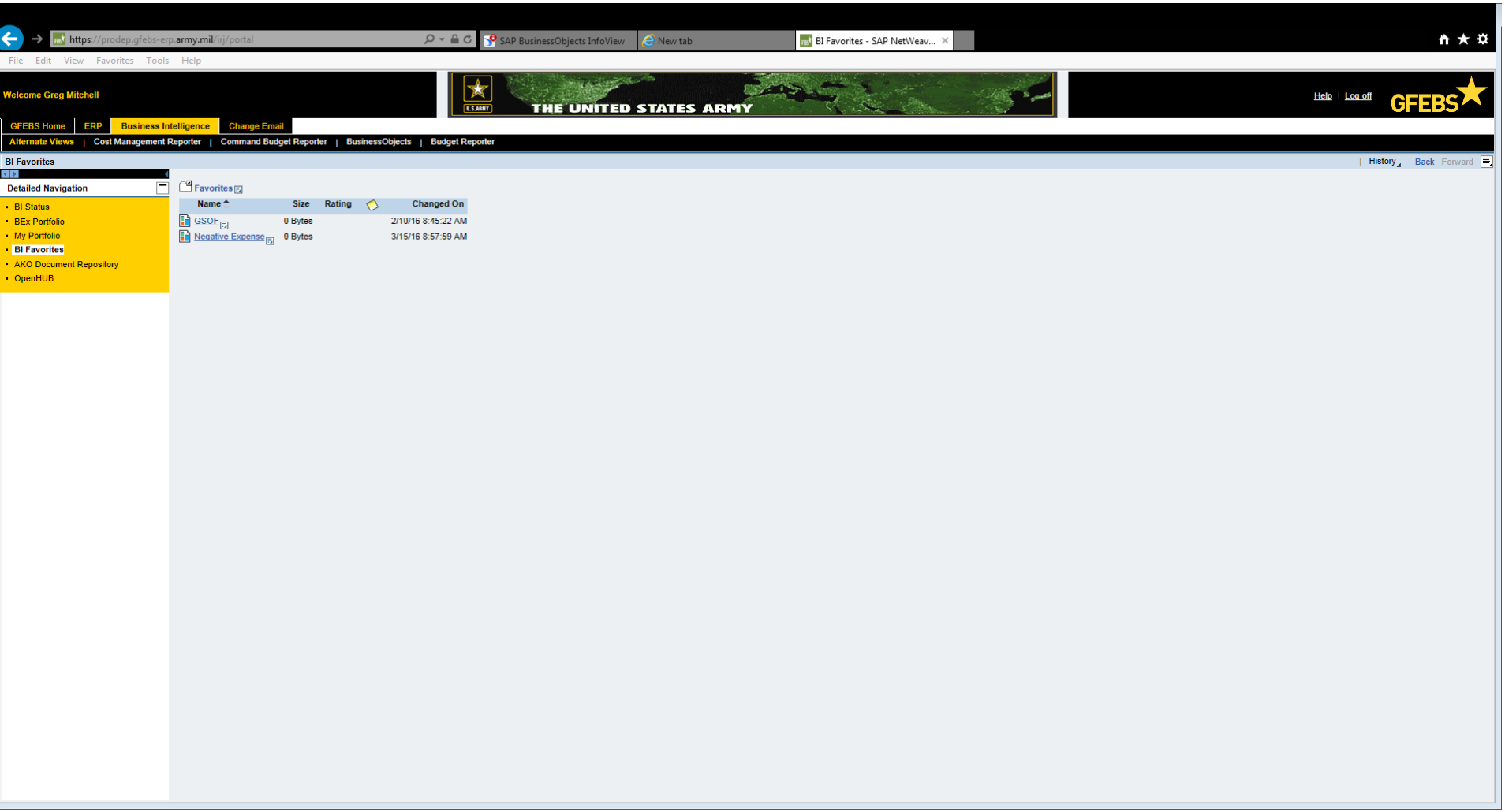
SAVE REPORT TO BI FAVORITES

Step 3: Enter the name you want for your Negative Expense Research Report.

Click Ok to save the report once you have entered your description. Any name is fine. Now save the Report in your BI Favorites

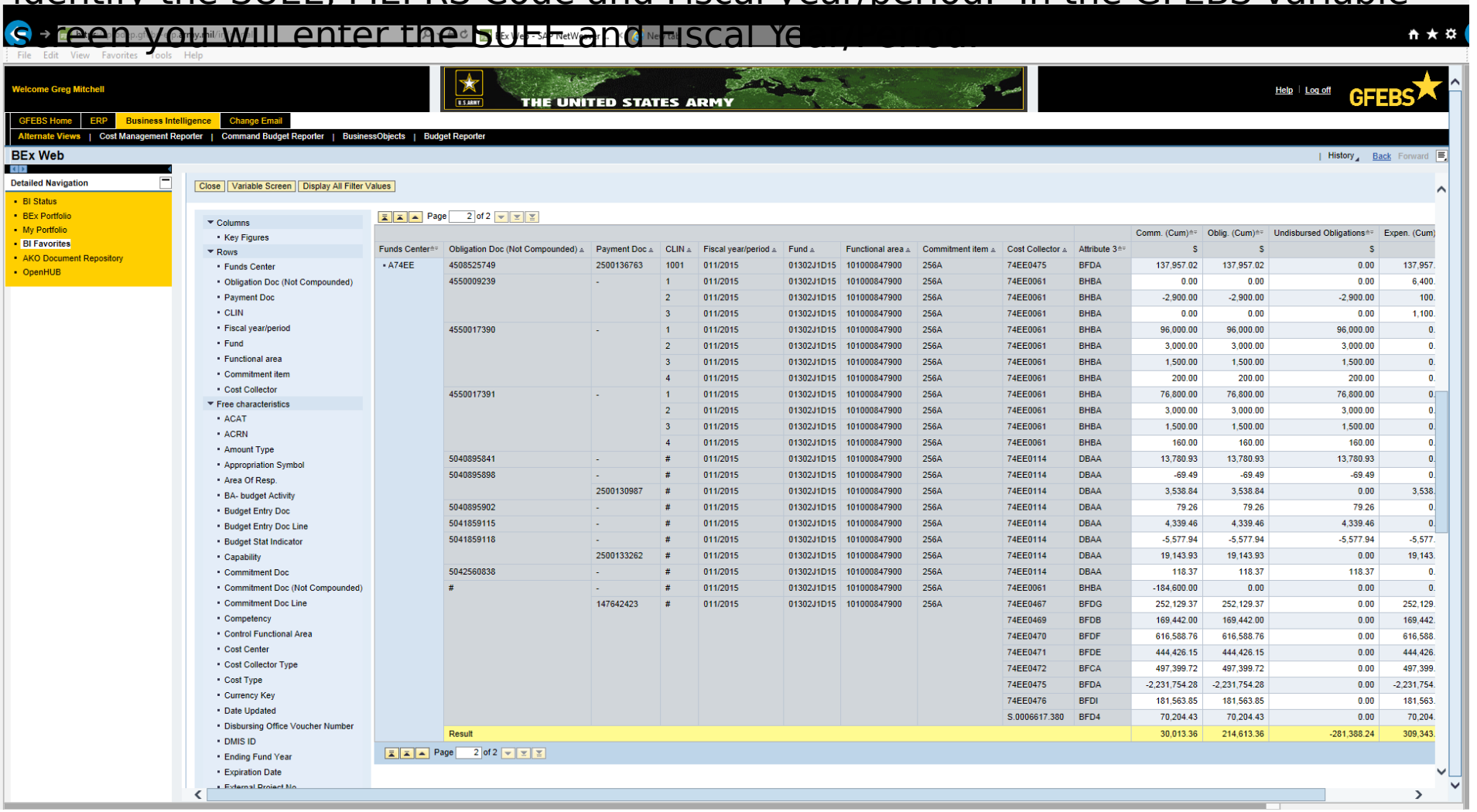


Once saved to your BI Favorites, you can run the report from your BI Favorites as shown below.



HOW TO READ REPORT

The GFEBS Report will contain information related to the variables entered into GFEBS. Find the negative transaction using the EAS Financial Pure Report to identify the SUEE, MEPRS Code and Fiscal year/period. In the GFEBS variable screen you will enter the SUEE and Fiscal Year/Period.

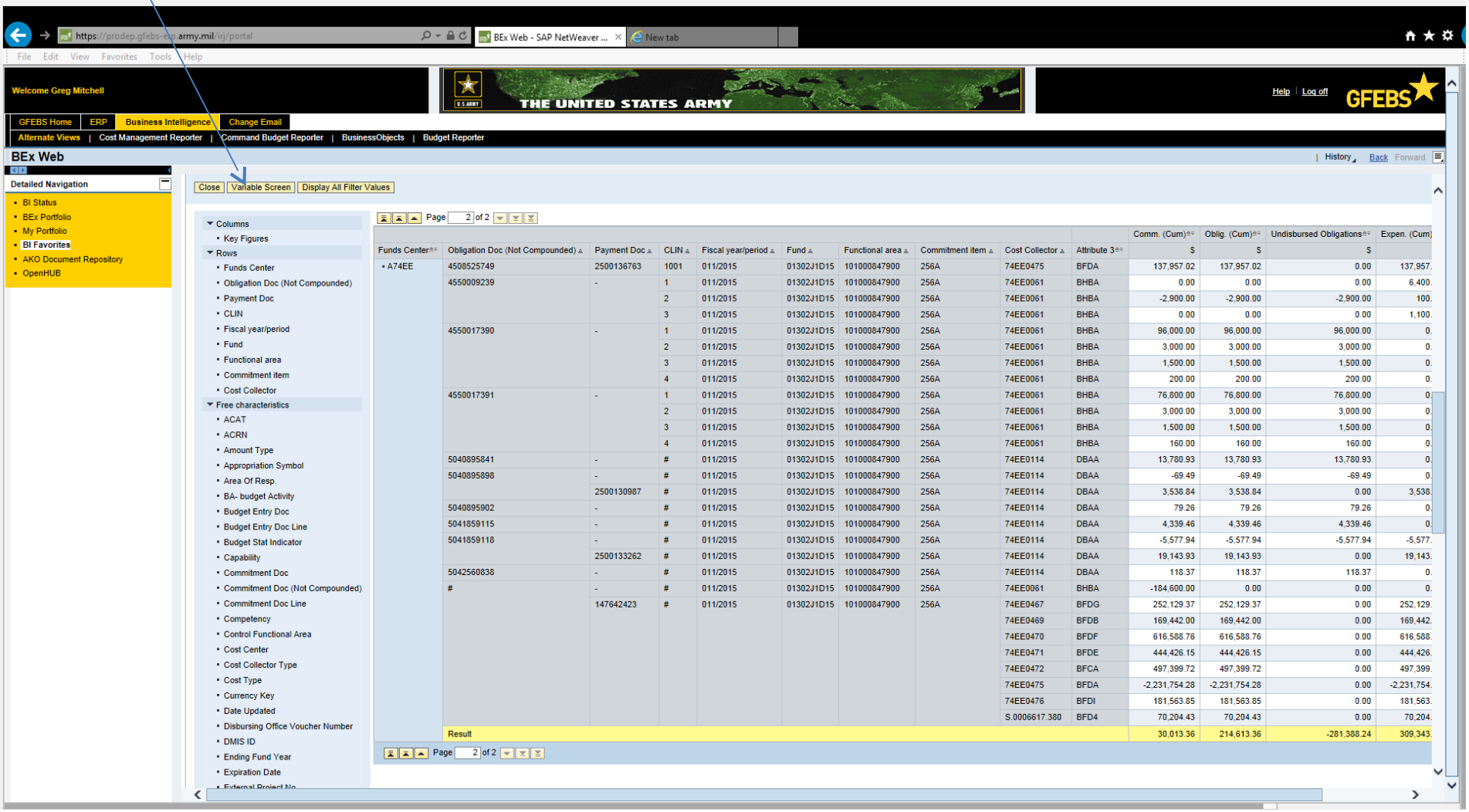


Funds Center	Obligation Doc (Not Compounded)	Payment Doc	CLIN	Fiscal year/period	Fund	Functional area	Commitment item	Cost Collector	Attribute 3	Comm. (Cum) $	Oblig. (Cum) $	Undisbursed Obligations $	Expen. (Cum)
A74EE	4508525749	2500136763	1001	011/2015	01302J1D15	101000847900	256A	74EE0475	BFDA	137,957.02	137,957.02	0.00	137,957.
	4550009239	-	1	011/2015	01302J1D15	101000847900	256A	74EE0061	BHBA	0.00	0.00	0.00	6,400.
			2	011/2015	01302J1D15	101000847900	256A	74EE0061	BHBA	-2,900.00	-2,900.00	-2,900.00	100.
			3	011/2015	01302J1D15	101000847900	256A	74EE0061	BHBA	0.00	0.00	0.00	1,100.
	4550017390	-	1	011/2015	01302J1D15	101000847900	256A	74EE0061	BHBA	96,000.00	96,000.00	96,000.00	0.
			2	011/2015	01302J1D15	101000847900	256A	74EE0061	BHBA	3,000.00	3,000.00	3,000.00	0.
			3	011/2015	01302J1D15	101000847900	256A	74EE0061	BHBA	1,500.00	1,500.00	1,500.00	0.
			4	011/2015	01302J1D15	101000847900	256A	74EE0061	BHBA	200.00	200.00	200.00	0.
	4550017391	-	1	011/2015	01302J1D15	101000847900	256A	74EE0061	BHBA	76,800.00	76,800.00	76,800.00	0.
			2	011/2015	01302J1D15	101000847900	256A	74EE0061	BHBA	3,000.00	3,000.00	3,000.00	0.
			3	011/2015	01302J1D15	101000847900	256A	74EE0061	BHBA	1,500.00	1,500.00	1,500.00	0.
			4	011/2015	01302J1D15	101000847900	256A	74EE0061	BHBA	160.00	160.00	160.00	0.
	5040895841	-	#	011/2015	01302J1D15	101000847900	256A	74EE0114	DBAA	13,780.93	13,780.93	13,780.93	0.
	5040895898	-	#	011/2015	01302J1D15	101000847900	256A	74EE0114	DBAA	-69.49	-69.49	-69.49	0.
		2500130987	#	011/2015	01302J1D15	101000847900	256A	74EE0114	DBAA	3,538.84	3,538.84	0.00	3,538.
	5040895902	-	#	011/2015	01302J1D15	101000847900	256A	74EE0114	DBAA	79.26	79.26	79.26	0.
	5041859115	-	#	011/2015	01302J1D15	101000847900	256A	74EE0114	DBAA	4,339.46	4,339.46	4,339.46	0.
	5041859118	-	#	011/2015	01302J1D15	101000847900	256A	74EE0114	DBAA	-5,577.94	-5,577.94	-5,577.94	-5,577.
		2500133262	#	011/2015	01302J1D15	101000847900	256A	74EE0114	DBAA	19,143.93	19,143.93	0.00	19,143.
	5042560838	-	#	011/2015	01302J1D15	101000847900	256A	74EE0114	DBAA	118.37	118.37	118.37	0.
	#	-	#	011/2015	01302J1D15	101000847900	256A	74EE0061	BHBA	-184,600.00	0.00	0.00	0.
		147642423	#	011/2015	01302J1D15	101000847900	256A	74EE0467	BFDG	252,129.37	252,129.37	0.00	252,129.
								74EE0469	BFDB	169,442.00	169,442.00	0.00	169,442.
								74EE0470	BFDF	616,588.76	616,588.76	0.00	616,588.
								74EE0471	BFDE	444,426.15	444,426.15	0.00	444,426.
								74EE0472	BFCA	497,399.72	497,399.72	0.00	497,399.
								74EE0475	BFDA	-2,231,754.28	-2,231,754.28	0.00	-2,231,754.
								74EE0476	BFDI	181,563.85	181,563.85	0.00	181,563.
								S.0006617.380	BFD4	70,204.43	70,204.43	0.00	70,204.
	Result									30,013.36	214,613.36	-281,388.24	309,343.

HOW TO CREATE REPORT

Click Variable Screen to enter information required to ru
new report.

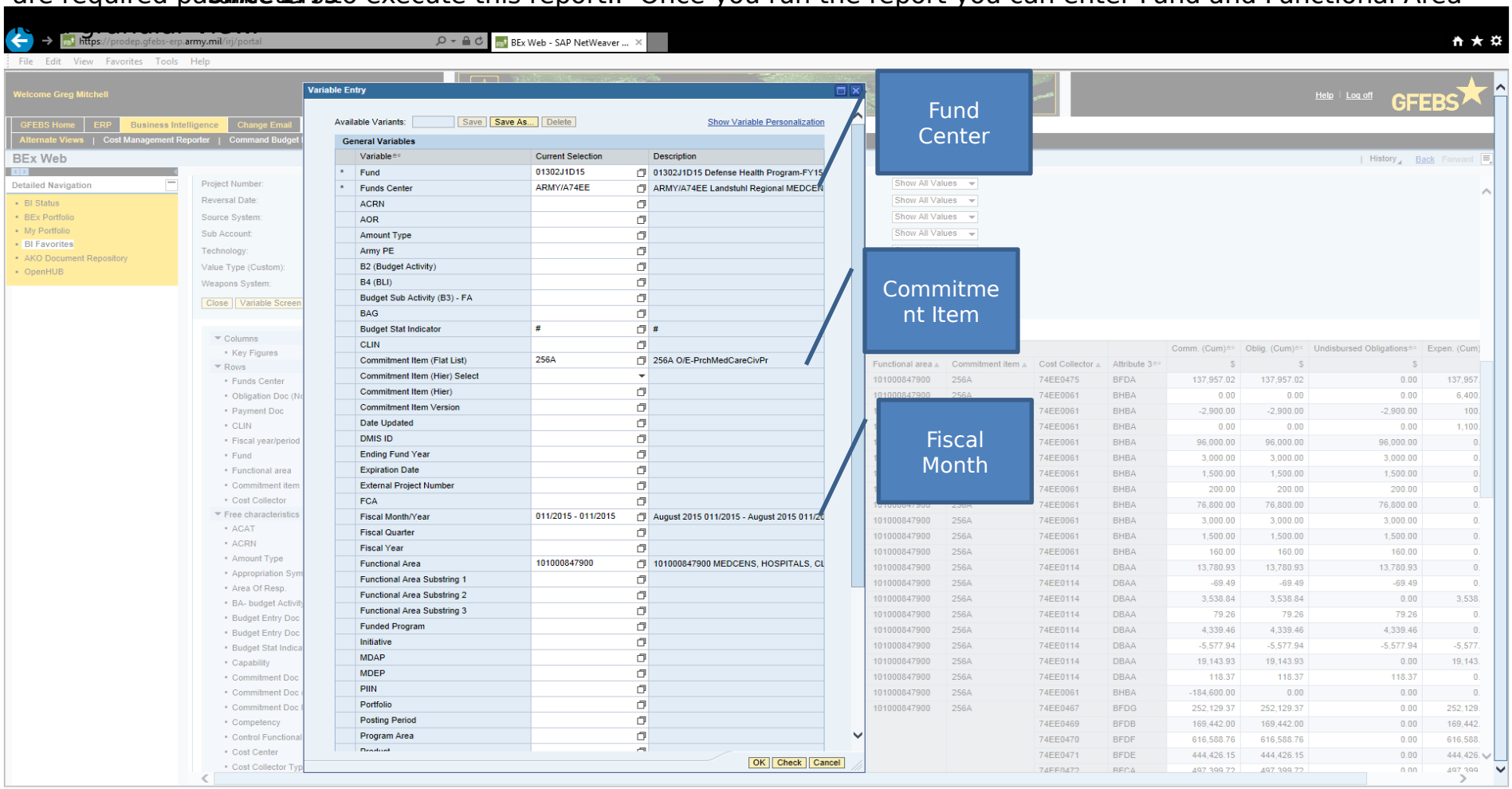
Click to enter parameters



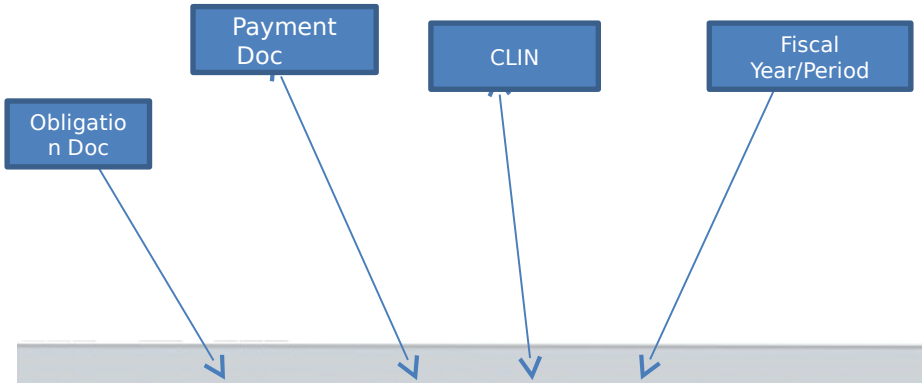
Funds Center	Obligation Doc (Not Compounded)	Payment Doc	CLIN	Fiscal year/period	Fund	Functional area	Commitment item	Cost Collector	Attribute 3	Comm. (Cum) $	Oblig. (Cum) $	Undisbursed Obligations $	Expen. (Cum)
A74EE	4508525749	2500136763	1001	011/2015	01302J1D15	101000847900	256A	74EE0475	BFDA	137,957.02	137,957.02	0.00	137,957.
	4550009239	-	1	011/2015	01302J1D15	101000847900	256A	74EE0061	BHBA	0.00	0.00	0.00	6,400.
			2	011/2015	01302J1D15	101000847900	256A	74EE0061	BHBA	-2,900.00	-2,900.00	-2,900.00	100.
			3	011/2015	01302J1D15	101000847900	256A	74EE0061	BHBA	0.00	0.00	0.00	1,100.
	4550017390	-	1	011/2015	01302J1D15	101000847900	256A	74EE0061	BHBA	96,000.00	96,000.00	96,000.00	0.
			2	011/2015	01302J1D15	101000847900	256A	74EE0061	BHBA	3,000.00	3,000.00	3,000.00	0.
			3	011/2015	01302J1D15	101000847900	256A	74EE0061	BHBA	1,500.00	1,500.00	1,500.00	0.
			4	011/2015	01302J1D15	101000847900	256A	74EE0061	BHBA	200.00	200.00	200.00	0.
	4550017391	-	1	011/2015	01302J1D15	101000847900	256A	74EE0061	BHBA	76,800.00	76,800.00	76,800.00	0.
			2	011/2015	01302J1D15	101000847900	256A	74EE0061	BHBA	3,000.00	3,000.00	3,000.00	0.
			3	011/2015	01302J1D15	101000847900	256A	74EE0061	BHBA	1,500.00	1,500.00	1,500.00	0.
			4	011/2015	01302J1D15	101000847900	256A	74EE0061	BHBA	160.00	160.00	160.00	0.
	5040895841	-	#	011/2015	01302J1D15	101000847900	256A	74EE0114	DBAA	13,780.93	13,780.93	13,780.93	0.
	5040895898	-	#	011/2015	01302J1D15	101000847900	256A	74EE0114	DBAA	-69.49	-69.49	-69.49	0.
		2500130987	#	011/2015	01302J1D15	101000847900	256A	74EE0114	DBAA	3,538.84	3,538.84	0.00	3,538.
	5040895902	-	#	011/2015	01302J1D15	101000847900	256A	74EE0114	DBAA	79.26	79.26	79.26	0.
	5041859115	-	#	011/2015	01302J1D15	101000847900	256A	74EE0114	DBAA	4,339.46	4,339.46	4,339.46	0.
	5041859118	-	#	011/2015	01302J1D15	101000847900	256A	74EE0114	DBAA	-5,577.94	-5,577.94	-5,577.94	-5,577.
		2500133262	#	011/2015	01302J1D15	101000847900	256A	74EE0114	DBAA	19,143.93	19,143.93	0.00	19,143.
	5042560838	-	#	011/2015	01302J1D15	101000847900	256A	74EE0114	DBAA	118.37	118.37	118.37	0.
	#	-	#	011/2015	01302J1D15	101000847900	256A	74EE0061	BHBA	-184,600.00	0.00	0.00	0.
		147642423	#	011/2015	01302J1D15	101000847900	256A	74EE0467	BFDG	252,129.37	252,129.37	0.00	252,129.
								74EE0469	BFDB	169,442.00	169,442.00	0.00	169,442.
								74EE0470	BFDF	616,588.76	616,588.76	0.00	616,588.
								74EE0471	BFDE	444,426.15	444,426.15	0.00	444,426.
								74EE0472	BFCA	497,399.72	497,399.72	0.00	497,399.
								74EE0475	BFDA	-2,231,754.28	-2,231,754.28	0.00	-2,231,754.
								74EE0476	BFDI	181,563.85	181,563.85	0.00	181,563.
								S.0006617.380	BFD4	70,204.43	70,204.43	0.00	70,204.
	Result									30,013.36	214,613.36	-281,388.24	309,343.

ENTERING REPORT PARAME

Use a wildcard "*" for the Fund , Fund Center (your fund center) , Commitment Item and Fiscal Month/Fiscal Year are required parameters to execute this report.. Once you run the report you can enter Fund and Functional Area



The Payment Document is the most important reference to trace the origin of the transaction. The other data elements are Obligation Document, CLIN Line and Fiscal Month and Year. Fiscal Month and Fiscal Year should span the current month you are researching.

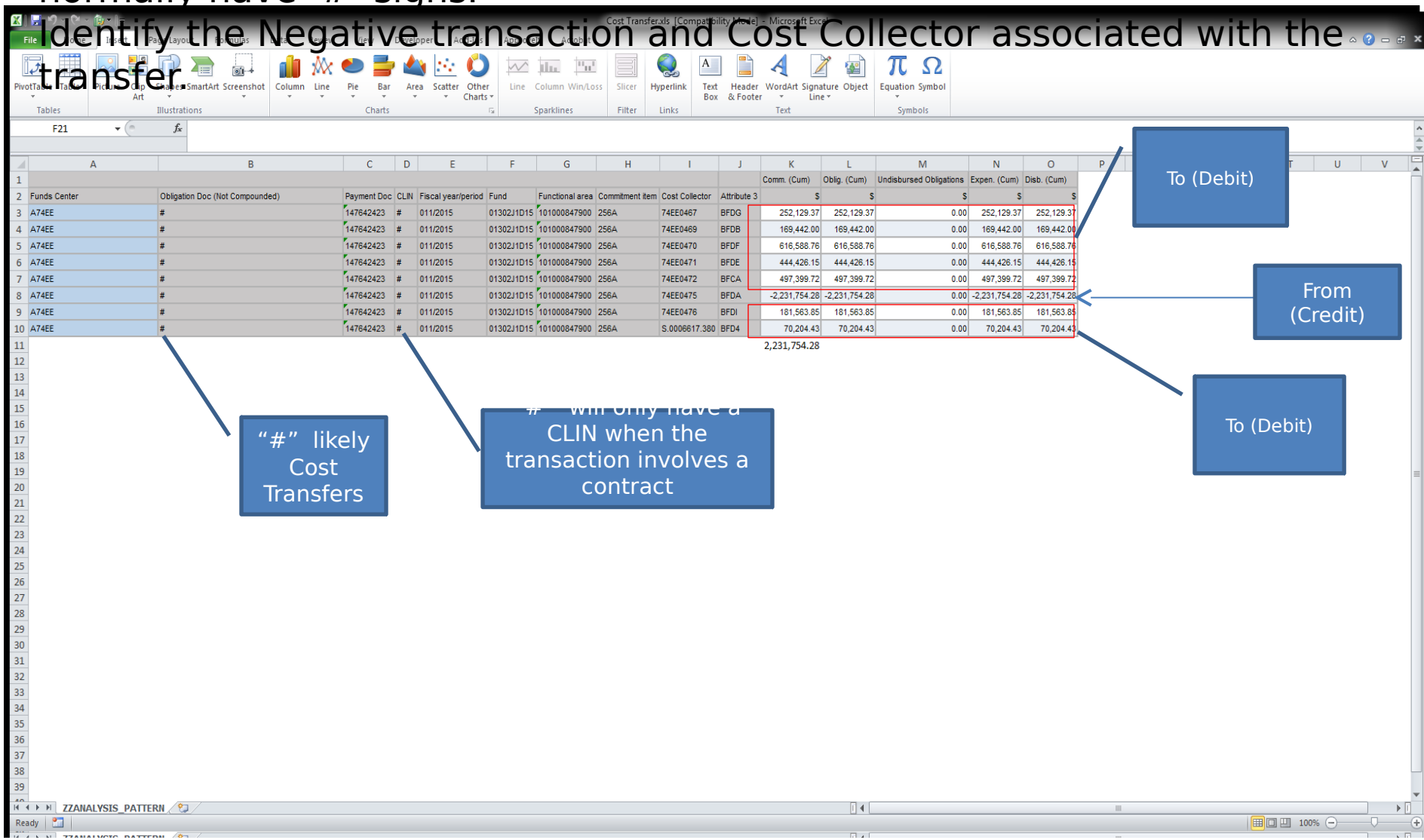


										Comm. (Cum)	Oblig. (Cum)	Undisbursed Obligations	Expen. (Cum)	Disb. (Cum)
Funds Center	Obligation Doc (Not Compounded)	Payment Doc	CLIN	Fiscal year/period	Fund	Functional area	Commitment item	Cost Collector	Attribute 3	$	$	$	$	$
▪ A74EE	4508525749	2500136763	1001	011/2015	01302J1D15	101000847900	256A	74EE0475	BFDA	137,957.02	137,957.02	0.00	137,957.02	137,957.02
	4550009239	-	1	011/2015	01302J1D15	101000847900	256A	74EE0061	BHBA	0.00	0.00	0.00	6,400.00	0.00
			2	011/2015	01302J1D15	101000847900	256A	74EE0061	BHBA	-2,900.00	-2,900.00	-2,900.00	100.00	0.00
			3	011/2015	01302J1D15	101000847900	256A	74EE0061	BHBA	0.00	0.00	0.00	1,100.00	0.00
	4550017390	-	1	011/2015	01302J1D15	101000847900	256A	74EE0061	BHBA	96,000.00	96,000.00	96,000.00	0.00	0.00
			2	011/2015	01302J1D15	101000847900	256A	74EE0061	BHBA	3,000.00	3,000.00	3,000.00	0.00	0.00
			3	011/2015	01302J1D15	101000847900	256A	74EE0061	BHBA	1,500.00	1,500.00	1,500.00	0.00	0.00
			4	011/2015	01302J1D15	101000847900	256A	74EE0061	BHBA	200.00	200.00	200.00	0.00	0.00
	4550017391	-	1	011/2015	01302J1D15	101000847900	256A	74EE0061	BHBA	76,800.00	76,800.00	76,800.00	0.00	0.00
			2	011/2015	01302J1D15	101000847900	256A	74EE0061	BHBA	3,000.00	3,000.00	3,000.00	0.00	0.00

IDENTIFYING COST TRANSFER

When reviewing a Cost Transfer, the CLIN Line and Obligation Doc normally have '#' signs.

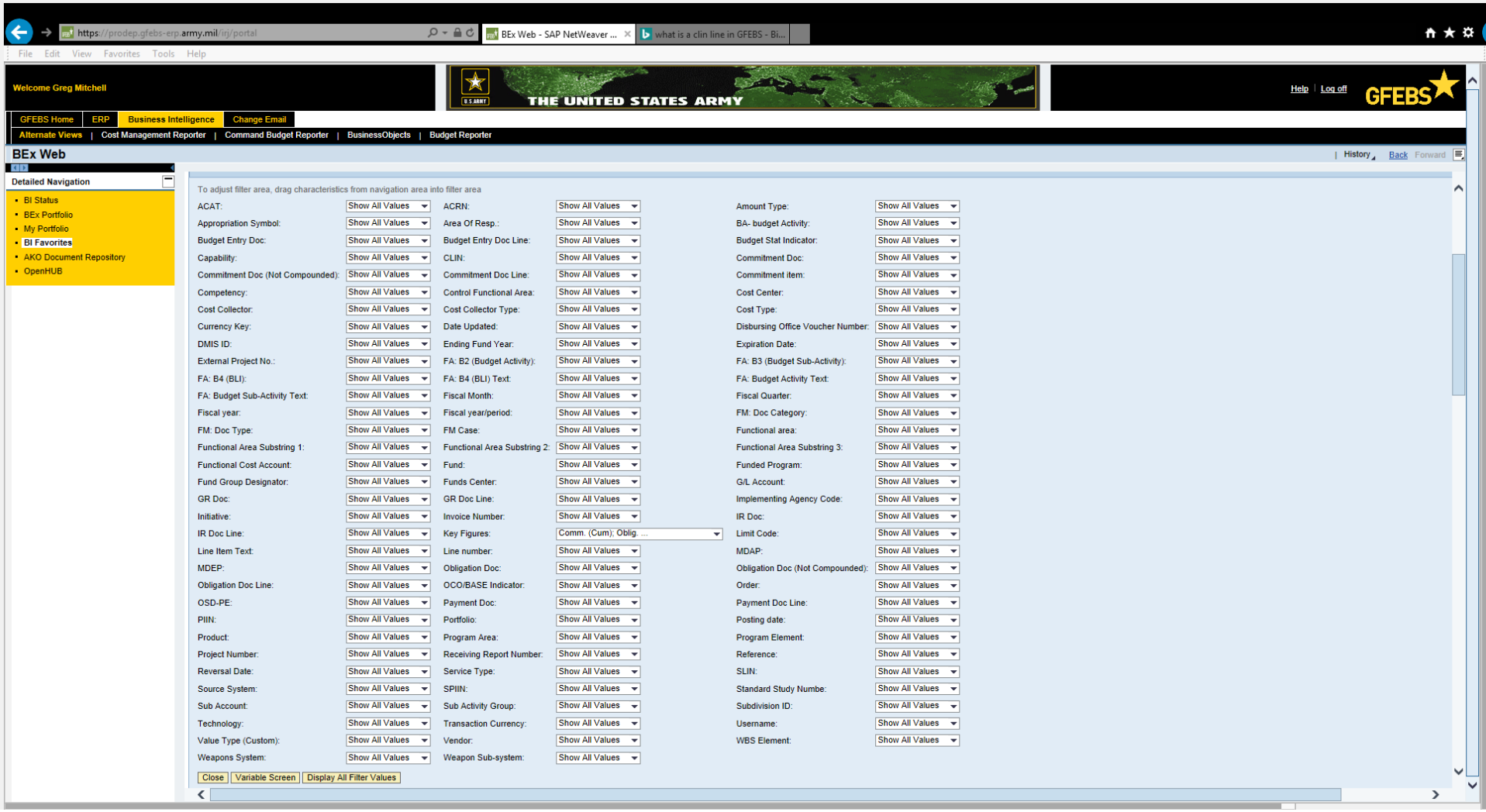
- Identify the Negative transaction and Cost Collector associated with the transfer



Funds Center	Obligation Doc (Not Compounded)	Payment Doc	CLIN	Fiscal year/period	Fund	Functional area	Commitment item	Cost Collector	Attribute 3	Comm. (Cum)	Oblig. (Cum)	Undisbursed Obligations	Expen. (Cum)	Disb. (Cum)
										$	$	$	$	$
A74EE	#	147642423	#	011/2015	01302J1D15	101000847900	256A	74EE0467	BFDG	252,129.37	252,129.37	0.00	252,129.37	252,129.37
A74EE	#	147642423	#	011/2015	01302J1D15	101000847900	256A	74EE0469	BFDB	169,442.00	169,442.00	0.00	169,442.00	169,442.00
A74EE	#	147642423	#	011/2015	01302J1D15	101000847900	256A	74EE0470	BFDF	616,588.76	616,588.76	0.00	616,588.76	616,588.76
A74EE	#	147642423	#	011/2015	01302J1D15	101000847900	256A	74EE0471	BFDE	444,426.15	444,426.15	0.00	444,426.15	444,426.15
A74EE	#	147642423	#	011/2015	01302J1D15	101000847900	256A	74EE0472	BFCA	497,399.72	497,399.72	0.00	497,399.72	497,399.72
A74EE	#	147642423	#	011/2015	01302J1D15	101000847900	256A	74EE0475	BFDA	-2,231,754.28	-2,231,754.28	0.00	-2,231,754.28	-2,231,754.28
A74EE	#	147642423	#	011/2015	01302J1D15	101000847900	256A	74EE0476	BFDI	181,563.85	181,563.85	0.00	181,563.85	181,563.85
A74EE	#	147642423	#	011/2015	01302J1D15	101000847900	256A	S.0006617.380	BFD4	70,204.43	70,204.43	0.00	70,204.43	70,204.43
										2,231,754.28				

REPORT FILTER SELECTION

To filter the report by a specific data element, use the screen below which filters the report section.


Welcome Greg Mitchell
THE UNITED STATES ARMY
Help | Log off
GFEBS
GFEBS Home | ERP | Business Intelligence | Change Email
Alternate Views | Cost Management Reporter | Command Budget Reporter | BusinessObjects | Budget Reporter
BEx Web
Detailed Navigation
BI Status
BEx Portfolio
My Portfolio
BI Favorites
AKO Document Repository
OpenHUB
To adjust filter area, drag characteristics from navigation area into filter area
ACAT: Show All Values
ACRN: Show All Values
Amount Type: Show All Values
Appropriation Symbol: Show All Values
Area Of Resp.: Show All Values
BA- budget Activity: Show All Values
Budget Entry Doc: Show All Values
Budget Entry Doc Line: Show All Values
Budget Stat Indicator: Show All Values
Capability: Show All Values
CLIN: Show All Values
Commitment Doc: Show All Values
Commitment Doc (Not Compounded): Show All Values
Commitment Doc Line: Show All Values
Commitment item: Show All Values
Competency: Show All Values
Control Functional Area: Show All Values
Cost Center: Show All Values
Cost Collector: Show All Values
Cost Collector Type: Show All Values
Cost Type: Show All Values
Currency Key: Show All Values
Date Updated: Show All Values
Disbursing Office Voucher Number: Show All Values
DMIS ID: Show All Values
Ending Fund Year: Show All Values
Expiration Date: Show All Values
External Project No.: Show All Values
FA: B2 (Budget Activity): Show All Values
FA: B3 (Budget Sub-Activity): Show All Values
FA: B4 (BLI): Show All Values
FA: B4 (BLI) Text: Show All Values
FA: Budget Activity Text: Show All Values
FA: Budget Sub-Activity Text: Show All Values
Fiscal Month: Show All Values
Fiscal Quarter: Show All Values
Fiscal year: Show All Values
Fiscal year/period: Show All Values
FM: Doc Category: Show All Values
FM: Doc Type: Show All Values
FM Case: Show All Values
Functional area: Show All Values
Functional Area Substring 1: Show All Values
Functional Area Substring 2: Show All Values
Functional Area Substring 3: Show All Values
Functional Cost Account: Show All Values
Fund: Show All Values
Funded Program: Show All Values
Fund Group Designator: Show All Values
Funds Center: Show All Values
G/L Account: Show All Values
GR Doc: Show All Values
GR Doc Line: Show All Values
Implementing Agency Code: Show All Values
Initiative: Show All Values
Invoice Number: Show All Values
IR Doc: Show All Values
IR Doc Line: Show All Values
Key Figures: Comm. (Cum); Oblig. ...
Limit Code: Show All Values
Line Item Text: Show All Values
Line number: Show All Values
MDAP: Show All Values
MDEP: Show All Values
Obligation Doc: Show All Values
Obligation Doc (Not Compounded): Show All Values
Obligation Doc Line: Show All Values
OCO/BASE Indicator: Show All Values
Order: Show All Values
OSD-PE: Show All Values
Payment Doc: Show All Values
Payment Doc Line: Show All Values
PIIN: Show All Values
Portfolio: Show All Values
Posting date: Show All Values
Product: Show All Values
Program Area: Show All Values
Program Element: Show All Values
Project Number: Show All Values
Receiving Report Number: Show All Values
Reference: Show All Values
Reversal Date: Show All Values
Service Type: Show All Values
SLIN: Show All Values
Source System: Show All Values
SPIIN: Show All Values
Standard Study Numbe: Show All Values
Sub Account: Show All Values
Sub Activity Group: Show All Values
Subdivision ID: Show All Values
Technology: Show All Values
Transaction Currency: Show All Values
Username: Show All Values
Value Type (Custom): Show All Values
Vendor: Show All Values
WBS Element: Show All Values
Weapons System: Show All Values
Weapon Sub-system: Show All Values
Close
Variable Screen
Display All Filter Values

HOW THE REPORT WORKS

look up transactions in GFEBS click on ERP and you will come to the screen shot ow.

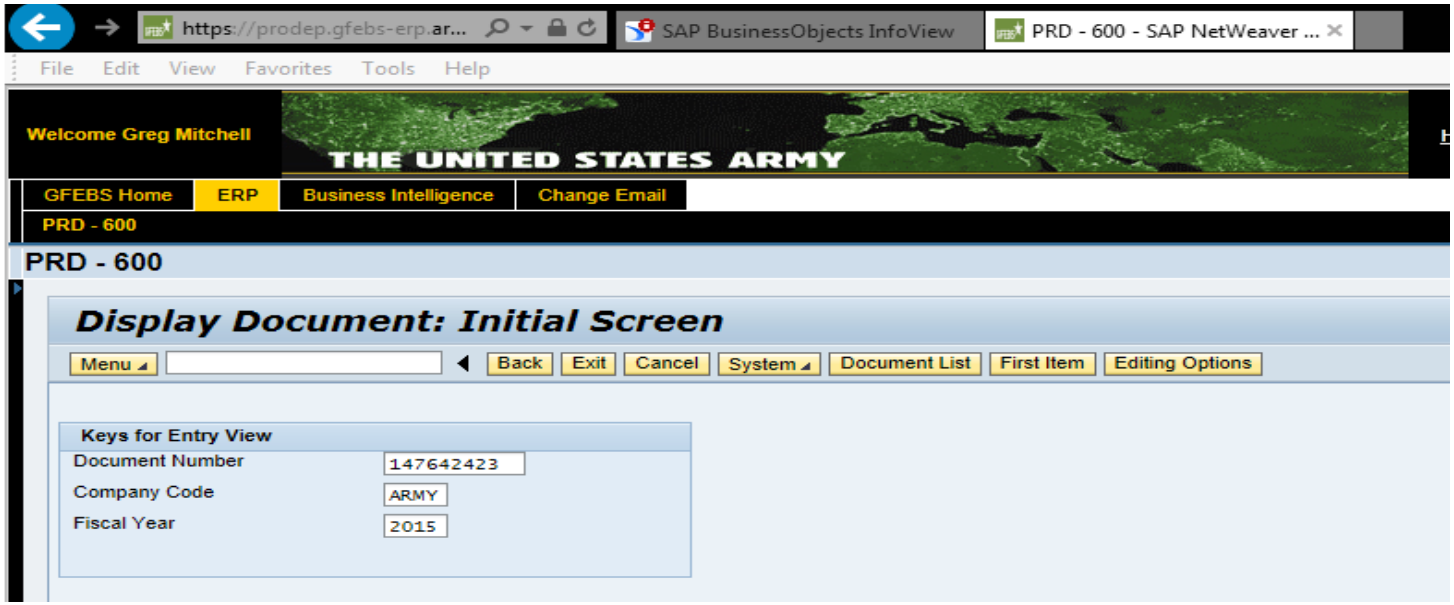
HOW THE REPORT WORKS

y the origin of this transaction use the following GFEBS transact

splay Document: Initial Screen (used to lookup document number and find #)

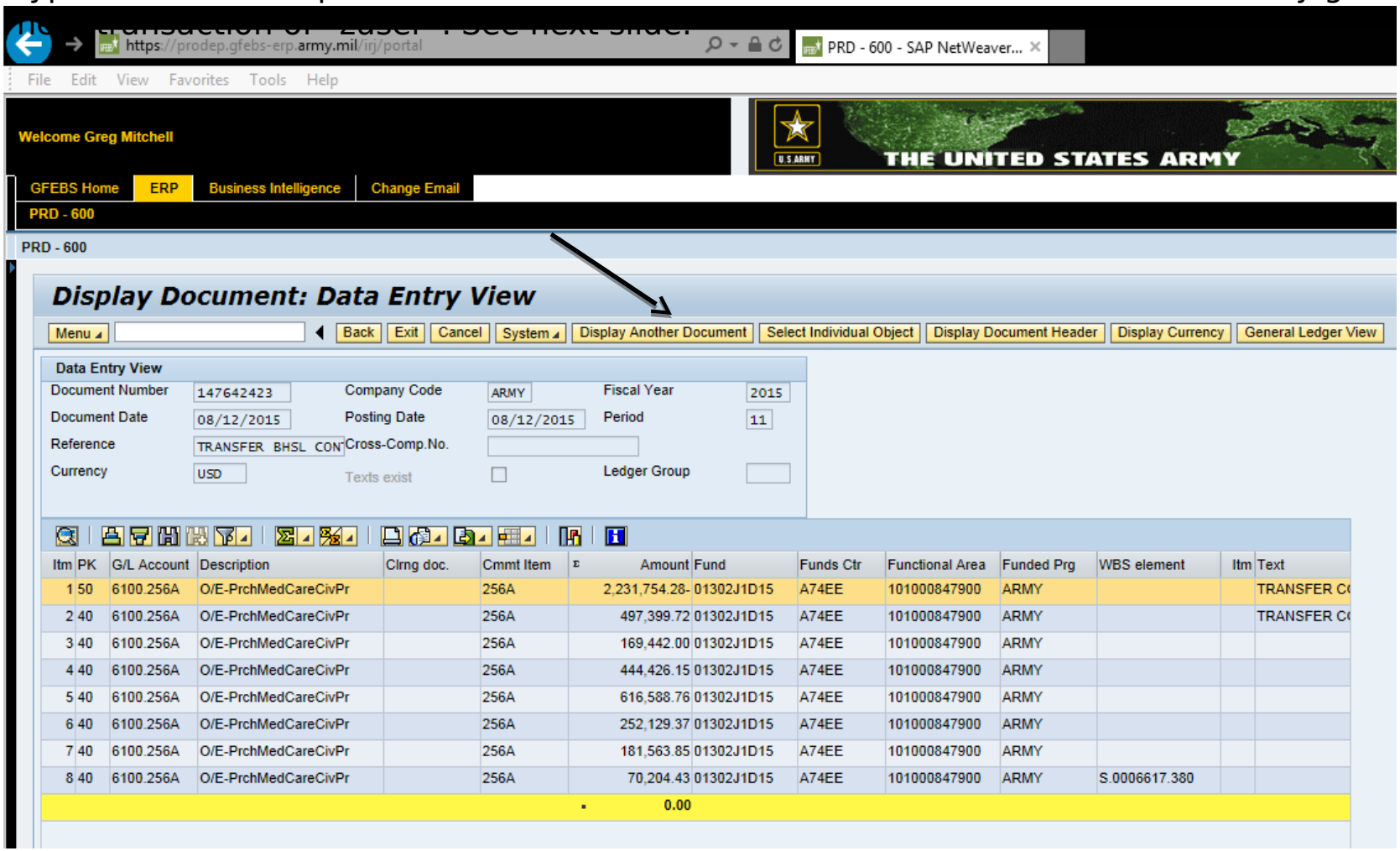
GFEBS User Information Display (identifies “User” that entered the transaction)

ERP enter transaction code FB03 and press Enter.
nter the payment document, Service, Fiscal Year and press Enter.



Transaction Details

Press the "**Display Document Header**" button to open the document header information. Copy the EDI PN number from the "**Entered by**" field. Click the "**X**" to close the "**Document Header**" information. In the same screen click in the text box to the right of "**Menu**" and type **/nzuser** and press "**Enter**" to exit the current transaction and automatically go to the


https://prodep.gfebs-erp.army.mil/irj/portal
PRD - 600 - SAP NetWeaver...
File Edit View Favorites Tools Help
Welcome Greg Mitchell
THE UNITED STATES ARMY
GFEBS Home ERP Business Intelligence Change Email
PRD - 600
PRD - 600
Display Document: Data Entry View
Menu Back Exit Cancel System Display Another Document Select Individual Object Display Document Header Display Currency General Ledger View
Data Entry View
Document Number 147642423
Company Code ARMY
Fiscal Year 2015
Document Date 08/12/2015
Posting Date 08/12/2015
Period 11
Reference TRANSFER BHSL CON
Cross-Comp.No.
Currency USD
Texts exist
Ledger Group

Itm	PK	G/L Account	Description	Clrng doc.	Cmmt Item	Amount	Fund	Funds Ctr	Functional Area	Funded Prg	WBS element	Itm	Text
1	50	6100.256A	O/E-PrchMedCareCivPr		256A	2,231,754.28-	01302J1D15	A74EE	101000847900	ARMY			TRANSFER C
2	40	6100.256A	O/E-PrchMedCareCivPr		256A	497,399.72	01302J1D15	A74EE	101000847900	ARMY			TRANSFER C
3	40	6100.256A	O/E-PrchMedCareCivPr		256A	169,442.00	01302J1D15	A74EE	101000847900	ARMY			
4	40	6100.256A	O/E-PrchMedCareCivPr		256A	444,426.15	01302J1D15	A74EE	101000847900	ARMY			
5	40	6100.256A	O/E-PrchMedCareCivPr		256A	616,588.76	01302J1D15	A74EE	101000847900	ARMY			
6	40	6100.256A	O/E-PrchMedCareCivPr		256A	252,129.37	01302J1D15	A74EE	101000847900	ARMY			
7	40	6100.256A	O/E-PrchMedCareCivPr		256A	181,563.85	01302J1D15	A74EE	101000847900	ARMY			
8	40	6100.256A	O/E-PrchMedCareCivPr		256A	70,204.43	01302J1D15	A74EE	101000847900	ARMY	S.0006617.380		
						0.00							

r the EDIPN in the first block and click the Execute button to find the Budget An

QUESTIONS?